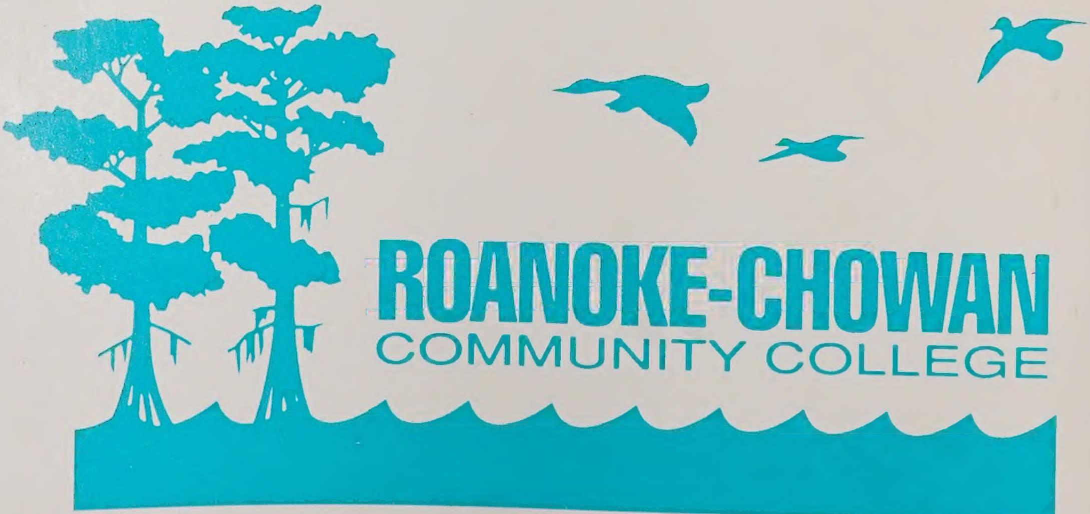
1995-97

# General Catalog



Roanoke-Chowan Community College is an affirmative action/equal opportunity institution, which makes no distinction in admission of students, or in any activities on the basis of race, color, religion, sex, national origin, disability, age or political affiliation.

Roanoke-Chowan Community College supports the protection available to members of its community under all applicable Federal laws, including Title III of the Americans with Disabilities Act, Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Service Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, and Executive Order 11246.

For information concerning these provisions, contact:

Affirmative Action Office
Roanoke-Chowan Community College
Route 2, Box 46A
Ahoskie, NC 27910

# GENERAL CATALOG
## 1995-97

# ROANOKE-CHOWAN COMMUNITY COLLEGE

Route 2, Box 46 A, Ahoskie, North Carolina 27910
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Roanoke-Chowan Community College issues this catalog to provide students and other interested individuals with information about the College and its programs. Information provided is current as of the beginning of the 1995-96 fiscal year and is subject to change after catalog publication.

The provisions of the catalog are not to be regarded as an irrevocable contract between students and the College. The College reserves the right to change provisions, requirements, programs, courses, fees, etc. as and when deemed necessary.

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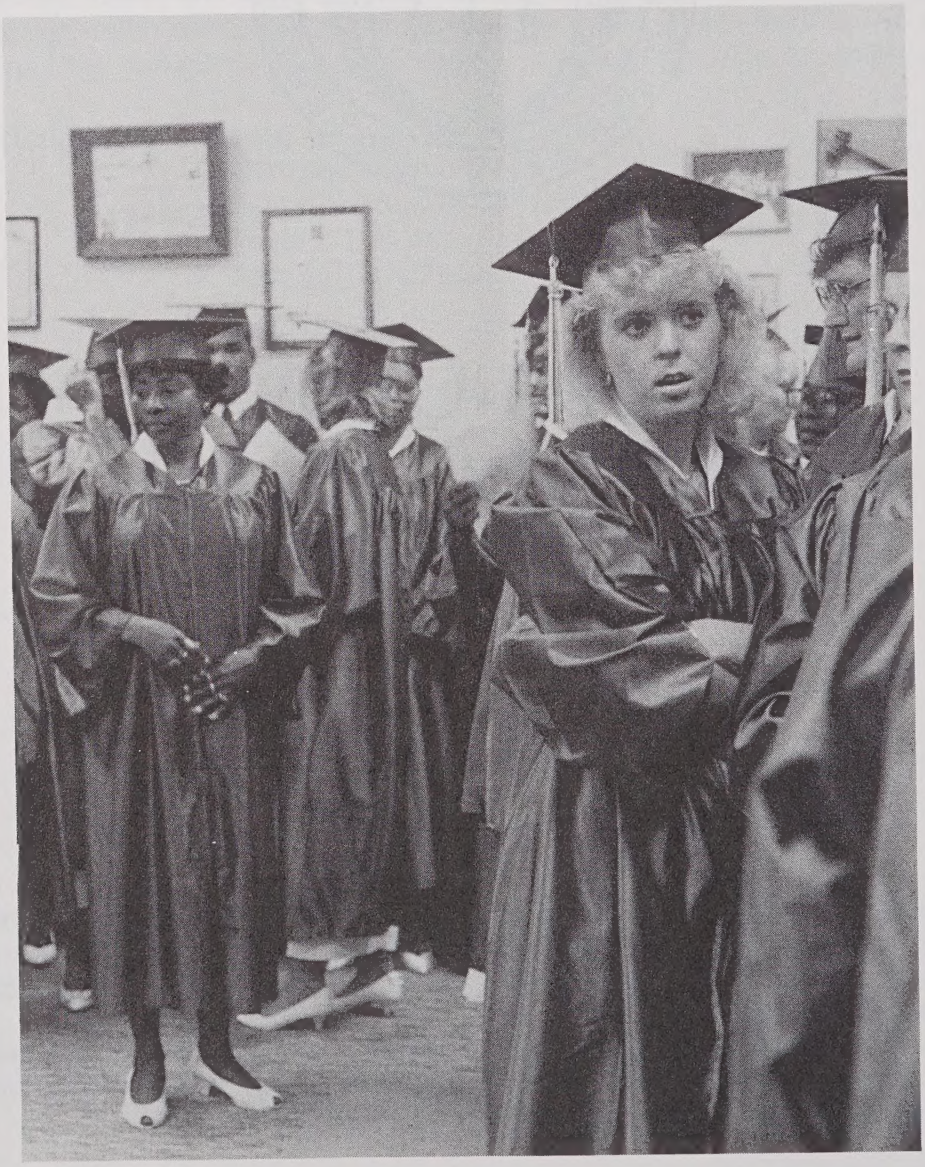


# ACADEMIC CALENDAR

## FALL QUARTER 1995

| | |
|---|---|
| Pre-Registration | August 10 & 14 |
| Freshmen Orientation | August 31 |
| Labor Day Holiday | September 4 |
| Registration Begins | September 5 |
| First Day of Classes | September 6 |
| Registration Period Ends | September 7 |
| Add Period Ends | September 8 |
| Drop Period Ends | October 3 |
| Speakers Under the Stars Forum | October 5 |
| Last Day of Classes | November 16 |
| Exams | November 17, 20, 21 |
| Quarter Ends | November 21 |

## WINTER QUARTER 1995-96

| | |
|---|---|
| Pre-Registration | November 8 & 9 |
| Thanksgiving Holidays | November 23 & 24 |
| Registration Begins | November 27 |
| First Day of Classes | November 28 |
| Registration Period Ends | November 29 |
| Add Period Ends | November 30 |
| Last Day of Classes Before Christmas & New Year's Holidays | December 18 |
| Classes Resume After Holiday | January 2 |
| Drop Period Ends | January 9 |
| King's Birthday Observance | January 15 |
| Last Day of Classes | February 22 |
| Exams | February 23, 26, 27 |
| Quarter Ends | February 27 |

## SPRING QUARTER 1996

| | |
|---|---|
| Pre-Registration | February 14 & 15 |
| Registration Begins | March 1 |
| First Day of Classes | March 4 |
| Registration Period Ends | March 5 |
| Add Period Ends | March 6 |
| Drop Period Ends | March 29 |
| Last Day of Classes Before Easter Holidays | April 4 |
| Classes Resume After Holidays | April 15 |
| Last Day of Classes | May 22 |
| Exams | May 23, 24, 28 |
| Memorial Day Holiday | May 27 |
| Quarter Ends | May 28 |

## SUMMER QUARTER 1996

| | |
|---|---|
| Pre-Registration | May 14 & 15 |
| Registration Begins | June 3 |
| First Day of Classes | June 4 |
| Registration Period Ends | June 5 |
| Add Period Ends | June 6 |
| Last Day of Classes Before July 4th Holiday & Summer Break | June 27 |
| Classes Resume After Holiday & Break | July 8 |
| Drop Period Ends | July 8 |
| Last Day of Classes | August 20 |
| Exams | August 21, 22, 26 |
| Quarter Ends | August 26 |
| Graduation | August 26 |

## FALL QUARTER 1996

| | |
|---|---|
| Pre-Registration | August 8 & 12 |
| Freshmen Orientation | August 14 |
| Labor Day Holiday | September 2 |
| Registration Begins | September 3 |
| First Day of Classes | September 4 |
| Registration Period Ends | September 5 |
| Add Period Ends | September 6 |
| Drop Period Ends | October 1 |
| Speakers Under the Stars Forum | October 10 |
| Last Day of Classes | November 14 |
| Exams | November 15, 18, 19 |
| Quarter Ends | November 19 |

## WINTER QUARTER 1996-97

| | |
|---|---|
| Pre-Registration | November 6 & 7 |
| Registration Begins | November 25 |
| First Day of Classes | November 26 |
| Registration Period Ends | November 27 |
| Thanksgiving Holidays | November 28 & 29 |
| Add Period Ends | December 2 |
| Last Day of Classes Before Christmas & New Year's Holidays | December 18 |
| Classes Resume After Holiday | January 2 |
| Drop Period Ends | January 9 |
| King's Birthday Observance | January 20 |
| Last Day of Classes | February 24 |
| Exams | February 25, 26, 27 |
| Quarter Ends | February 27 |

## SPRING QUARTER 1997

| | |
|---|---|
| Pre-Registration | February 14 & 15 |
| Registration Begins | March 3 |
| First Day of Classes | March 4 |
| Registration Period Ends | March 5 |
| Add Period Ends | March 6 |
| Last Day of Classes Before Easter Holidays | March 27 |
| Classes Resume After Holidays | April 3 |
| Drop Period Ends | April 8 |
| Last Day of Classes | May 20 |
| Exams | May 21, 22, 23 |
| Quarter Ends | May 23 |
| Memorial Day Holiday | May 26 |

## SUMMER QUARTER 1997

The North Carolina Community College System plans to make a transition to the semester system in the summer of 1997. Roanoke-Chowan Community College's summer calendar will be based upon that transition. Please contact the Student Development Services Department for the summer calendar.

## History

Roanoke-Chowan Community College was established in 1967 to serve the residents of the Roanoke-Chowan area, which includes the counties of Bertie, Gates, Hertford, and Northampton. The approximate 41-acre campus is centrally located in Hertford County outside the town of Ahoskie.

Originally called Roanoke-Chowan Technical Institute and housed in a former state correctional facility, the institution's governing board and the Hertford County Board of Commissioners approved a name change to Roanoke-Chowan Technical College in 1981. The name it now bears was approved in 1987.

For many years, the renovated prison buildings, mobile trailers, and off-campus sites served as classrooms and offices. Actual building construction did not occur until 1969, when a two-story wooden building was erected to house additional classrooms and laboratory spaces. The facility remains in use today and is referred to as the Old Small Business Center.

Construction resumed in the seventies, and in 1975 the Roberts H. Jernigan, Jr. Education Center and the Julian Pittman Freeman Vocational-Technical Education Building were completed. Jernigan was a founding leader of the College and served as Board of Trustee Chair from 1967 until his death in 1983. Freeman served as Dean of Continuing Education from 1971 until his death in 1983.

To provide rehabilitative services and training for the area's disabled, Roanoke-Chowan Industries was built in 1980. A third modern classroom building, the John W. "Jack" Young, Jr. Center opened in 1981 and in 1987 the H. C. Freeland Center was built. Young served as first president of the College; Freeland served on the first governing board.

The most recent campus development occurred in 1994 when site work began on the design of the Arboretum/Environmental Science Outdoor Laboratory. Providing students and area residents with a place to study the environment and man's interrelationship to it, the setting includes various plant and animal species, a wetlands, and other natural habitats.

From its meager beginning in an old, abandoned prison compound and with few students, staff, and offerings, the College has grown significantly. Twenty collegiate-level programs are offered today, including a College Transfer program with East Carolina University. Additional career opportunities also have been made available for students through agreements with other two and four-year educational institutions. Enrollment in curricular programs averages about 800 students annually.

Not unlike the curricular area, the Continuing Education Division also has seen significant growth. Offering programs ranging from elementary and high school studies to those leading to certification and licensure and small business establishment, the division serves between 2,000 and 3,000 area adults each year.

Approaching its thirtieth year of operation, the College is under the leadership of its fourth president, Dr. Harold E. Mitchell, who took office in 1987. Past presidents were John W. "Jack" Young, Jr. (1967-1980), Dr. Edward H. Wilson, Jr. (1981-1983), and Dr. David W. Sink, Jr. (1984-1987).

## Accreditation

Roanoke-Chowan Community College is accredited by the Commission on Colleges and Schools to award associate degrees, diplomas, and certificates. The Associate Degree Nursing program also is approved by the North Carolina Board of Nursing, the Cosmetology program by the North Carolina State Board of Cosmetic Arts, and the Criminal Justice program by the North Carolina Department of Justice: Criminal Justice Standards. The College also is approved by the State Approving Agency to assist students eligible for veteran benefits.

## Mission Statement

The mission of Roanoke-Chowan Community College is to provide educational opportunities to all constituent individuals and groups commensurate with their needs, interests, and abilities. These educational opportunities are designed to enhance the quality of life for these individuals and groups who are seeking to improve their lives and well being.

The College does so through providing life-long learning in the following areas: basic education and literacy improvement; occupational and work force education, training, and retraining; post-secondary academic education; services to communities which improve the quality of life; and services to business and industry to support economic development.

## Institutional Goals

1. To provide educational programs of high quality which meet the personal and employment needs of students, including those with special needs, and area residents.
2. To provide a variety of support services to ensure student retention, success, and achievement.

3. To build and maintain strong cooperative relationships with local schools, senior institutions, government and public service agencies, and business and industry in order to maximize available resources for meeting the educational needs of the community.
4. To provide a positive image of the college and increase enrollment through expanded recruiting and information dissemination processes.
5. To exercise effective and efficient administration, resource development, and management practices which ensure sound planning and evaluation, cost-effectiveness, professional development, productivity, fiscal responsibility, and accountability.
6. To secure adequate resources to plan, provide, and maintain educational facilities which are attractive, safe, flexible, and which enhance student learning, achievement, and development.
7. To stimulate economic development in the Roanoke-Chowan area through specialized education, training, and retraining programs to meet the needs of public and private sector employers.
8. To provide community service facilities and activities which support local, civic, economic, educational, and social needs.

**Operating Hours**

Normal operating hours are 7:30 a.m. to 10:30 p.m. Monday through Thursday and 7:30 a.m. to 4 p.m. Friday. A Monday through Thursday week is observed during summer.

Patrolled by county law enforcement authorities, the College does not permit unauthorized personnel and/or vehicles on its property nor does it assume responsibility for accidents, injuries, or damages that might be incurred.

| Programs of Study | Awards<br>X = Standard Y = Optional | | | |
|---|---|---|---|---|
| | Associate in Arts Degree | Associate in Applied Science Degree | Diploma | Certificate |
| *Administrative Office Technology | | X | | |
| Air Conditioning, Heating & Refrigeration | | | X | Y |
| *Architectural Technology | | X | | |
| *Associate Degree Nursing | | X | Y | |
| Automotive Mechanics | | | X | Y |
| *Business Administration | | X | | |
| *Certificate in Accounting | | | | X |
| *College Transfer | X | | | |
| Cosmetology | | | X | |
| *Criminal Justice (Protective Service Technology) | | X | | |
| Diesel Vehicle Maintenance | | | X | Y |
| *Early Childhood Associate | | X | Y | |
| *General Technology (Pre-Nursing/ Pre-Radiologic) | | | | X |
| Industrial Maintenance Mechanics | | | X | Y |
| Light Construction | | | X | Y |
| *Mental Health Associate | | X | | |
| *Microcomputer Systems Technology | | X | | |
| Nursing Assistant | | | | X |
| *Special Education | | X | | |
| Welding | | | X | Y |

*High school diploma or GED required for entry

Note: Students pursuing a degree or diploma normally are not eligible to receive a certificate in the same program. Requests for exceptions are to be made in writing to the Registrar and will be considered when a specific and immediate need exists for purpose of employment or promotion, or when students must scale down their original objective.

# ADMINISTRATIVE OFFICE TECHNOLOGY

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts, and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence, and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

## Suggested Sequence of Courses

### FIRST YEAR

| | | | Hours<br>Class | Lab | Credit |
|---|---|---|---|---|---|
| **FALL QUARTER** | | | | | |
| *ENG | 101 | Composition I | 5 | 0 | 5 |
| *MAT | 110 | Business Mathematics | 5 | 0 | 5 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| OSC | 102 | Keyboarding | 3 | 2 | 4 |
| CAS | 103 | Computer Fundamentals I | 3 | 0 | 3 |
| | | | 19 | 2 | 20 |
| **WINTER QUARTER** | | | | | |
| ENG | 102 | Composition II | 3 | 0 | 3 |
| OSC | 103 | Document Formatting I | 3 | 2 | 4 |
| OSC | 110 | Electronic Calculator | 1 | 2 | 2 |
| ACC | 120 | Accounting I | 5 | 2 | 6 |
| OSC | 192 | Word Processing Applications I | 2 | 2 | 3 |
| | | | 14 | 8 | 18 |
| **SPRING QUARTER** | | | | | |
| OSC | 104 | Document Formatting II | 3 | 2 | 4 |
| OSC | 112 | Records Management | 3 | 0 | 3 |
| OSC | 187 | Introduction to Transcription | 5 | 0 | 5 |
| ACC | 121 | Accounting II | 5 | 2 | 6 |
| OSC | 194 | Word Processing with Desktop Publishing | 2 | 2 | 3 |
| | | | 18 | 6 | 21 |
| **SUMMER QUARTER** | | | | | |
| ACC | 124 | Introduction to Computerized Accounting | 1 | 2 | 2 |
| ACC | 222 | Spreadsheet Applications | 1 | 2 | 2 |
| OSC | 193 | Word Processing Applications II | 1 | 2 | 2 |
| ENG | 204 | Oral Communications | 3 | 0 | 3 |
| — | — | Elective (Social Science) | 4 | 0 | 4 |
| | | | 10 | 6 | 13 |

## SECOND YEAR

### FALL QUARTER

| | | | | | |
|---|---|---|---|---|---|
| ENG | 103 | Report Writing | 3 | 0 | 3 |
| ACC | 226 | Payroll Accounting | 3 | 2 | 4 |
| BUS | 115 | Business Law I | 3 | 0 | 3 |
| OSC | 205 | Document Production | 1 | 4 | 3 |
| OSC | 212 | Machine Transcription | 1 | 4 | 3 |
| | | | 11 | 10 | 16 |

### WINTER QUARTER

| | | | | | |
|---|---|---|---|---|---|
| OSC | 206 | Advanced Word Processing | 1 | 4 | 3 |
| OSC | 214 | Administrative Office Procedures | 3 | 2 | 4 |
| —— | —— | Major Elective | 3 | 0 | 3 |
| —— | —— | Major Elective | 3 | 0 | 3 |
| —— | —— | Free Elective | 3 | 0 | 3 |
| | | | 13 | 6 | 16 |

### SPRING QUARTER

| | | | | | |
|---|---|---|---|---|---|
| BUS | 201 | Business Communications | 3 | 0 | 3 |
| OSC | 210 | Integrated Information Processing | 1 | 4 | 3 |
| CAS | 221 | Electronic Filing | 1 | 2 | 2 |
| BUS | 235 | Business Management | 3 | 0 | 3 |
| —— | —— | Free Elective | 1 | 0 | 1 |
| | | | 11 | 10 | 12 |

**TOTAL CREDIT HOURS** 116

*Satisfactory placement test scores or successful completion of appropriate developmental courses.

Suggested major course electives include OSC 107, OSC 108, BUS 134, ACC 122, ACC 226, BUS 272, CAS 130, CAS 140, CAS 105, and BUS 116.

Suggested social science electives include POL 101, POL 102, HIS 103, SSC 101, PSY 110, and SOC 211.

# AIR CONDITIONING, HEATING, AND REFRIGERATION

The Air Conditioning, Heating, and Refrigeration curriculum is designed to teach knowledge and skills necessary for servicing and installing residential and light commercial climate control equipment. Instruction will include heating and cooling theory, applied electricity and electronics, and the operating principles for a wide range of heating and cooling equipment. The diploma program will emphasize start-up and service skills for oil, gas, and electric furnaces, air-cooled air conditioning, and air-to-air heat pumps.

## Suggested Sequence of Courses

FIRST YEAR

| | | | Hours | | | | |
|---|---|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Shop** | **Work Exp.** | **Credit** |
| **FALL QUARTER** | | | | | | | |
| **ELC | 1102 | Basic Electricity | 3 | 4 | 0 | 0 | 5 |
| **AHR | 1115 | Fundamentals of Heating | 5 | 0 | 6 | 0 | 7 |
| *MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 0 | 5 |
| PHY | 1101 | Applied Science | 3 | 2 | 0 | 0 | 4 |
| | | | 16 | 6 | 6 | 0 | 21 |
| **WINTER QUARTER** | | | | | | | |
| | | — First 5 1/2 Week Session — | | | | | |
| AHR | 1121 | Principles of Refrigeration | 4(8) | 0 | 0 | 0 | 4 |
| WLD | 1101 | Basic Gas Welding | 0 | 0 | 3(6) | 0 | 1 |
| BPR | 1116 | Blueprint Reading: Air Conditioning | 2(4) | 2(4) | 0 | 0 | 3 |
| ELC | 1151 | Applied Wiring Diagrams | 3(6) | 2(4) | 0 | 0 | 4 |
| | | — Second 5 1/2 Week Session — | | | | | |
| AHR | 1112 | Servicing Heating Units | 0 | 0 | 6(12) | 0 | 2 |
| or | | | | | | | |
| COE | 202 | Cooperative Work Experience (Heating - 220 hours) | 0 | 0 | 0 | 20(40) | 2 |
| | | | 9(18) | 4(8) | 9(18) | 0 | 14 |
| | | | | | or | | |
| | | | 10(20) | 4(8) | 3(6) | 20(40) | 14 |
| **SPRING QUARTER** | | | | | | | |
| | | — First 5 1/2 Week Session — | | | | | |
| **AHR | 1114 | Principles of Cooling Units | 5(10) | 0 | 3(6) | 0 | 6 |
| AHR | 1104 | Applied Electronics for HVAC Systems | 2(4) | 0 | 3(6) | 0 | 3 |
| MAT | 1101r | Fundamentals of Mathematics—Applications | 3(6) | 0 | 0 | 0 | 3 |
| *ENG | 1102 | Communication Skills | 3(6) | 0 | 0 | 0 | 3 |
| | | — Second 5 1/2 Week Session — | | | | | |
| **AHR | 1113 | Servicing Cooling Units | 0 | 0 | 6(12) | 0 | 2 |
| or | | | | | | | |
| COE | 203 | Cooperative Work Experience (Cooling - 220 hours) | 0 | 0 | 0 | 20(40) | 2 |
| | | | 13(26) | 0 | 12(240) | 0 | 17 |
| | | | | | or | | |
| | | | 13(26) | 0 | 6(12) | 20(40) | 17 |

**SUMMER QUARTER**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| AHR | 1130 | All-Weather Systems: Conventional | 3 | 0 | 9 | 0 | 6 |
| AHR | 1131 | All-Weather Systems: Heat Pumps | 4 | 0 | 9 | 0 | 7 |
| PSY | 1101 | Human Relations | 3 | 0 | 0 | 0 | 3 |
| BUS | 1103 | Small Business Operations | 3 | 0 | 0 | 0 | 3 |
| | | | 13 | 0 | 18 | 0 | 19 |
| | | **TOTAL CREDIT HOURS** | | | | | 71 |

( ) = Contact hours are shown for a 5 1/2 week session.

*Satisfactory placement test scores or completion of appropriate developmental courses.

**These courses may be subdivided:
ELC 1102 into ELC 1102a (2 class, 2 lab, 3 credit) and ELC 1102b (1 class, 2 lab, 2 credit).
AHR 1115 into AHR 1115a (3 class, 3 credit), AHR 1115b (1 class, 3 shop, 2 credit) and AHR 1115c (1 class, 3 shop, 2 credit).
AHR 1114 into AHR 1114a (3 class, 3 credit) and AHR 1114b (2 class, 3 shop, 3 credit).

A certificate in Air Conditioning, Heating, & Refrigeration may be requested upon successful completion of ELC 1102, AHR 1115, AHR 1114, and AHR 1121.

# ARCHITECTURAL TECHNOLOGY

The Architectural Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associated field of technology.

Architectural technicians translate the architect's design sketches into complete and accurate plans and drawings for construction purposes. The technician will be involved in work requiring a knowledge of drafting, construction materials, mechanical and structural systems, estimating, building codes, and specifications.

Initial employment opportunities exist with architectural and engineering firms, private utilities, contractors and municipal governments.

**Suggested Sequence of Courses**

| | | | | Hours | |
|---|---|---|---|---|---|
| | | FIRST YEAR | | | |
| | | | **Class** | **Lab** | **Credit** |
| **FALL QUARTER** | | | | | |
| *MAT | 101 | Basic Algebra | 5 | 0 | 5 |
| *ENG | 101 | Composition I | 5 | 0 | 5 |
| DFT | 101 | Technical Drafting I | 3 | 12 | 9 |
| | | | 13 | 12 | 19 |
| **WINTER QUARTER** | | | | | |
| MAT | 102 | Geometry | 5 | 0 | 5 |
| ENG | 102 | Composition II | 3 | 0 | 3 |
| DFT | 102 | Technical Drafting II | 3 | 12 | 9 |
| — | — | Elective (Free) | 3 | 0 | 3 |
| | | | 14 | 12 | 20 |
| **SPRING QUARTER** | | | | | |
| DFT | 103 | Mechanical Drafting I | 1 | 4 | 3 |
| ARC | 107 | Architectural Materials & Methods | 3 | 2 | 4 |
| DFT | 209 | Computer Aided Drafting and Design | 1 | 4 | 3 |
| ENG | 103 | Report Writing | 3 | 0 | 3 |
| MAT | 103 | Trigonometry | 5 | 0 | 5 |
| | | | 13 | 10 | 18 |
| **SUMMER QUARTER** | | | | | |
| CIV | 200 | Statics | 3 | 0 | 3 |
| ARC | 108 | Codes, Specifications, & Contract Documents | 3 | 2 | 4 |
| ARC | 200 | Architectural Drafting I | 3 | 12 | 9 |
| | | | 9 | 14 | 16 |
| | | SECOND YEAR | | | |
| **FALL QUARTER** | | | | | |
| PHY | 101 | Physics: Work, Energy, Power, Force, & Motion | 3 | 2 | 4 |
| ARC | 201 | Architectural Mechanical Equipment | 2 | 2 | 3 |
| ARC | 220 | Architectural Drafting II | 3 | 12 | 9 |
| | | | 8 | 16 | 16 |

**WINTER QUARTER**

| | | | | | |
|---|---|---|---|---|---|
| PHY | 102 | Physics, Heat, & Properties of Matter | 3 | 2 | 4 |
| PSY | 102 | General Psychology | 3 | 0 | 3 |
| or | | | | | |
| PSY | 110 | Introductory Psychology (PSYC 1000) | 4.5 | 0 | 4.5 |
| ARC | 221 | Architectural Drafting III | 3 | 12 | 9 |
| | | | 9 | 14 | 16 |
| | | | | or | |
| | | | 10.5 | 14 | 17.5 |

**SPRING QUARTER**

| | | | | | |
|---|---|---|---|---|---|
| ARC | 230 | Structural Drafting | 4 | 6 | 7 |
| SOC | 211 | Introduction to Sociology (SOCI 2110) | 4.5 | 0 | 4.5 |
| PHY | 103 | Physics: Light, Sound, & Electricity | 3 | 2 | 4 |
| SRV | 201 | Surveying | 1 | 2 | 2 |
| | | | 12.5 | 10 | 17.5 |
| | | **TOTAL CREDIT HOURS** | | | 122.5<br>or<br>124 |

*Satisfactory placement test scores or completion of appropriate developmental courses.

# ASSOCIATE DEGREE NURSING

The Associate Degree Nursing curriculum is designed to prepare the graduate to assess, analyze, plan, implement, and evaluate nursing care. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse.

Individuals desiring a career in registered nursing should take biology, algebra, and chemistry courses prior to entering the program.

The Registered Nurse may be employed in a wide variety of health care settings such as hospitals, long-term care facilities, clinics, physicians' offices, industry, and community health agencies.

Students entering this program have the option to exit after the fifth quarter, receive a diploma, and take the National Council Licensure Examination-Practical Nurse (NCLEX-PN).

## Program Entrance Requirements

Approved by the NC Board of Nursing, the ADN program admits students in the fall quarter only. A maximum of 30 students will be admitted into each year of the program. To be considered for admission to the program, applicants not only must meet the admission requirements established by the College, but they also must meet those established by the ADN program. The ADN admissions/selection process is briefly outlined below. A detailed description can be obtained from the Student Development Services Department.

## Minimum Requirements

1. Complete college admissions application and the Allied Health Admissions Profile Form.
2. Submit official high school transcript (must have received diploma) or official copy of GED scores to Admissions Office.
3. Submit official transcripts from all previously attended colleges.
4. Meet minimum cutoff scores on ASSET placement tests.
5. Complete (or have completed) one year of biology in high school or one course in general biology at RCCC or another college with a minimum grade of C.
6. Complete (or have completed) one year of chemistry in high school or one course in general chemistry at RCCC or another college with a minimum grade of C.
7. Have a minimum cumulative (overall) grade point average of 2.00 on most recent academic records.

After applicants have completed all minimum requirements, the competitive criteria for selection process will be implemented in order to select the best qualified applicants. Applicants are rated on various factors using a point-based scale.

Upon conditional acceptance, but prior to enrollment in the ADN program, applicants must (1) provide proof of current CPR certification (BCLS - Level C), (2) submit a completed health examination form, and (3) provide letters of reference. Upon evaluation of these documents, a final recommendation will be made regarding admission status.

## Advanced Placement—LPNs/Transfer Students

An advanced placement tract is available for LPNs and transfer students on a space available basis. Applicants must follow Steps I, II, and III, as well as (1) complete required related courses with a grade of C or higher and (2) complete NUR 200 with a grade of 77 or higher. Transfer applicants may receive credit for nursing and related coursework following evaluation by the Dean of Student Development Services, the Registrar, and the Director of the ADN program in accordance with RCCC policies on transfer credit.

**Completion of admission requirements does not guarantee admission into the ADN program. No student is formally classified as a nursing student until all admission requirements are met and official written notification of admission to the program is received by the student. Specific policies related to the ADN program are addressed in the program's policy booklet.**

## Progression and Continuation

ADN students must maintain certain progression and continuation guidelines (i.e. earning a grade of 77 in all nursing courses, a grade of C in all related courses, taking nursing courses in sequence, etc.) in order to remain in the program. These specific guidelines are stated in detail in the ADN policy booklet.

## Program Readmission

Students who have interrupted their studies in nursing and who wish to continue their academic pursuits are eligible for readmission on a space available basis. Readmission guidelines are as follows:

1. All current admission criteria will be applicable.
2. Applicant will be considered for admission using the competitive selection criteria for readmission along with all other students applying for entrance into that year. (i.e. NUR 110-140, or NUR 210-230).
3. Applicant who has exited the program twice for unsatisfactory academic, laboratory or clinical performance evaluations will be ineligible for readmission.
4. Applicant may be asked to demonstrate satisfactory performance of nursing competencies in theory and clinical. The demonstration requirement is mandatory for those seeking readmission after three years of absence.

## Program Dismissal

Any student whose behavior is noncongruent with the standards of nursing according to the Nursing Practice Act, G.S. 90-171-73 may be asked to leave the program. Any student who demonstrates behavior which conflicts with safety essential to nursing practice will be dismissed from the program. The ADN Department also reserves the right to dismiss any student from the program who presents physical/emotional health problems that do not respond to appropriate treatment and/or counseling within a reasonable time frame. These behaviors and/or problems would be of the nature that they impair the student's ability to provide safe nursing care to the public. Also, any student who fails to meet the progression and continuation guidelines stated in the ADN policy booklet also will be dismissed from the program.

## NC Board of Nursing

Chapter 150B of the NC General Statutes authorizes the North Carolina Board of Nursing to require remedial education, issue a letter of reprimand, restrict, revoke, or suspend any license to practice nursing in North Carolina or deny any application for licensure if the Board determines that the nurse or applicant is in violation of certain acts. These acts are listed in the ADN policy booklet.

### Suggested Sequence of Courses

| | | | Hours | | | |
|---|---|---|---|---|---|---|
| | | | Class | Lab | Clinical | Credit |
| | | FIRST YEAR | | | | |
| **FALL QUARTER** | | | | | | |
| NUR | 110 | Introduction to Nursing | 6 | 6 | 0 | 9 |
| MAT | 107 | Math for Nurses | 1 | 2 | 0 | 2 |
| PSY | 120 | Growth & Development | 3 | 0 | 0 | 3 |
| BIO | 224 | Anatomy & Physiology I | 4 | 2 | 0 | 5 |
| | | | 14 | 10 | 0 | 19 |
| **WINTER QUARTER** | | | | | | |
| NUR | 120 | Adult-Child Nursing I | 6 | 4 | 6 | 10 |
| PSY | 110 | Introductory Psychology (PSYC 1000) | 4.5 | 0 | 0 | 4.5 |
| BIO | 225 | Anatomy & Physiology II | 4 | 2 | 0 | 5 |
| | | | 14.5 | 6 | 6 | 19.5 |
| **SPRING QUARTER** | | | | | | |
| *NUR | 130 | Adult-Child Nursing II | 6 | 2 | 9 | 10 |
| SOC | 211 | Introduction to Sociology (SOCI 2110) | 4.5 | 0 | 0 | 4.5 |
| ENG | 110 | Composition (ENGL 1100) | 4.5 | 0 | 0 | 4.5 |
| | | | 15 | 2 | 9 | 19 |
| **SUMMER QUARTER** | | | | | | |
| NUR | 140 | Adult-Child Nursing III | 6 | 2 | 9 | 10 |
| BIO | 206 | Microbiology | 2 | 2 | 0 | 3 |
| | | | 8 | 4 | 9 | 13 |
| **NUR | 200 | Transition | 4 | 2 | 0 | 5 |
| | | SECOND YEAR | | | | |
| **FALL QUARTER** | | | | | | |
| ***NUR | 210 | Adult-Child Nursing IV | 6 | 2 | 9 | 10 |
| SPH | 205 | Oral Communication (THEA 2005) | 3 | 0 | 0 | 3 |
| | | | 9 | 2 | 9 | 13 |
| **WINTER QUARTER** | | | | | | |
| NUR | 220 | Adult-Child Nursing V | 6 | 2 | 9 | 10 |
| —— | —— | Elective (Free) | 3 | 0 | 0 | 3 |
| | | | 9 | 2 | 9 | 13 |
| **SPRING QUARTER** | | | | | | |
| NUR | 230 | Adult-Child Nursing VI | 4 | 2 | 12 | 9 |
| ENG | 120 | Composition (ENGL 1200) | 4.5 | 0 | 0 | 4.5 |
| | | | 8.5 | 2 | 12 | 13.5 |
| | | **TOTAL CREDIT HOURS** | | | | 110 |

*Satisfactory completion of NUR 130 fulfills state requirements for Nursing Assistant I certification

**Entrance point for Licensed Practical Nurses admitted to second year. Must complete NUR 200, BIO 224, BIO 225, ENG 110, PSY 110, PSY 120, and SOC 211 prior to admission to NUR 210.

***Exit point for individuals seeking Licensed Practical Nurse option (after completion of NUR 210). Satisfactory completion of NUR 210 also fulfills state requirement for Nursing Assistant II certification.

East Carolina University course prefixes and numbers are shown in parentheses.

# AUTOMOTIVE MECHANICS

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practice.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

**Suggested Sequence of Courses**

FIRST YEAR

| | | | | | Hours | | |
|---|---|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Shop** | **Work Exp.** | **Credit** |
| **FALL QUARTER** | | | | | | | |
| *MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 0 | 5 |
| AUT | 1101 | Internal Combustion Engines | 3 | 0 | 15 | 0 | 8 |
| ELN | 1101 | Specialized Electronics | 4 | 2 | 0 | 0 | 5 |
| | | | 12 | 2 | 15 | 0 | 18 |
| **WINTER QUARTER** | | | | | | | |
| MAT | 1101r | Fundamentals of Mathematics - Applications | 3 | 0 | 0 | 0 | 3 |
| AUT | 1102a | Engine Electrical Systems | 4 | 0 | 9 | 0 | 7 |
| AUT | 1102b | Fuel Systems | 4 | 0 | 3 | 0 | 5 |
| AUT | 1107 | Automotive Computer Systems | 2 | 2 | 0 | 0 | 3 |
| | | | 13 | 2 | 12 | 0 | 18 |
| **SPRING QUARTER** | | | | | | | |
| *ENG | 1102 | Communication Skills | 3 | 0 | 0 | 0 | 3 |
| AUT | 1103 | Automotive Air Conditioning | 2 | 0 | 3 | 0 | 3 |
| AUT | 1108 | Electronic Fuel Injection | 2 | 2 | 0 | 0 | 3 |
| AUT | 1123 | Brakes, Chassis, & Suspension Systems | 3 | 0 | 9 | 0 | 6 |
| AUT | 1125 | Auto Servicing | 0 | 0 | 3 | 0 | 1 |
| or | | | | | | | |
| COE | 101 | Automotive Co-Op I | 0 | 0 | 0 | 10 | 1 |
| | | | 10 | 2 | 15 | 0 | 16 |
| | | | | | or | | |
| | | | 10 | 2 | 12 | 10 | 16 |
| **SUMMER QUARTER** | | | | | | | |
| AUT | 1124 | Automotive Power Train Systems | 3 | 0 | 6 | 0 | 5 |
| AUT | 1224 | Automatic Transmissions | 4 | 0 | 6 | 0 | 6 |
| PSY | 1101 | Human Relations | 3 | 0 | 0 | 0 | 3 |
| AUT | 1109 | Port Fuel Injection | 2 | 2 | 0 | 0 | 3 |
| | | | 12 | 2 | 12 | 0 | 17 |
| | | **TOTAL CREDIT HOURS** | | | | | 69 |

*Satisfactory placement test scores or completion of appropriate developmental courses.

A certificate in Automotive Mechanics may be requested upon successful completion of the following courses: ELN 1101, AUT 1103, AUT 1107, AUT 1108, and AUT 1109.

# BUSINESS ADMINISTRATION

The Business Administration curriculum provides a broad education in business principles and practices. This curriculum is designed to prepare individuals for entry-level business positions.

In this program of study, the student will gain knowledge of basic business principles and concepts through a study of management functions, marketing, accounting and finance, economics, human resources development, and legal and ethical aspects of business. Skills related to the applications of these business principles are developed through study of communications, mathematics, computer applications, and decision-making principles.

Additional training through practice in classroom activities which develop team-building skills will prepare graduates to function as contributing members of management teams. Graduates may find employment in large and small businesses, not-for-profit service organizations, government agencies, and financial institutions.

**Suggested Sequence of Courses**

FIRST YEAR

| | | | | Hours | |
|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Credit** |
| **FALL QUARTER** | | | | | |
| *ENG | 101 | Composition I | 5 | 0 | 5 |
| *MAT | 110 | Business Mathematics | 5 | 0 | 5 |
| BUS | 101 | Introduction to Business | 3 | 0 | 3 |
| OSC | 102 | Keyboarding | 3 | 2 | 4 |
| OSC | 110 | Electronic Calculator | 1 | 2 | 2 |
| | | | 17 | 4 | 19 |
| **WINTER QUARTER** | | | | | |
| ENG | 102 | Composition II | 3 | 0 | 3 |
| ECO | 102 | Economics I | 3 | 0 | 3 |
| ACC | 120 | Accounting I | 5 | 2 | 6 |
| MKT | 239 | Marketing | 3 | 0 | 3 |
| — | — | Elective (Social Science) | 3 | 0 | 3 |
| | | | 17 | 2 | 18 |
| **SPRING QUARTER** | | | | | |
| ENG | 204 | Oral Communications | 3 | 0 | 3 |
| ECO | 104 | Economics II | 3 | 0 | 3 |
| ACC | 121 | Accounting II | 5 | 2 | 6 |
| MKT | 232 | Sales Development | 3 | 0 | 3 |
| CAS | 103 | Computer Fundamentals I | 3 | 0 | 3 |
| | | | 17 | 2 | 18 |

SECOND YEAR

| | | | | | |
|---|---|---|---|---|---|
| **FALL QUARTER** | | | | | |
| ENG | 103 | Report Writing | 3 | 0 | 3 |
| BUS | 115 | Business Law I | 3 | 0 | 3 |
| ACC | 122 | Accounting III | 5 | 2 | 6 |
| ACC | 226 | Payroll Accounting | 3 | 2 | 4 |
| INS | 247 | Business Insurance | 3 | 0 | 3 |
| | | | 17 | 4 | 19 |

**WINTER QUARTER**

| | | | | | |
|---|---|---|---|---|---|
| BUS | 116 | Business Law II | 3 | 0 | 3 |
| BUS | 134 | Professional Development | 3 | 0 | 3 |
| ACC | 229 | Taxes | 3 | 2 | 4 |
| BUS | 233 | Personnel Management | 3 | 0 | 3 |
| BUS | 290 | Current Trends in Business | 4 | 2 | 5 |
| — | — | Elective (Business) | 3 | 0 | 3 |
| | | | 19 | 4 | 21 |

**SPRING QUARTER**

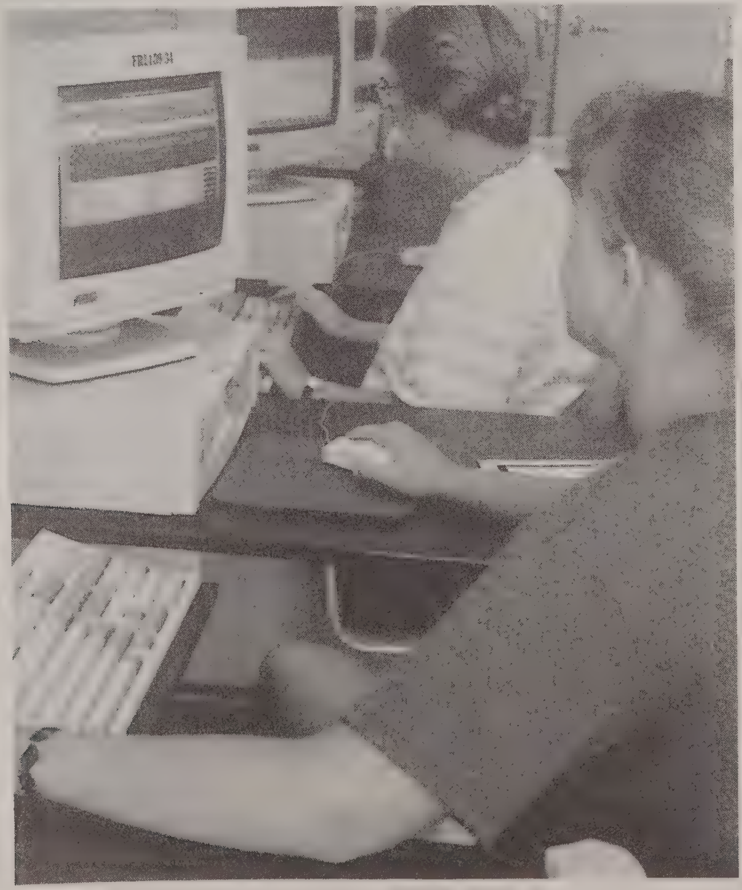
| | | | | | |
|---|---|---|---|---|---|
| BUS | 201 | Business Communications | 3 | 0 | 3 |
| BUS | 123 | Business Finance | 3 | 0 | 3 |
| ACC | 124 | Introduction to Computertized Accounting | 1 | 2 | 2 |
| BUS | 235 | Business Management | 3 | 0 | 3 |
| BUS | 272 | Principles of Supervision | 3 | 0 | 3 |
| — | — | Elective (Free) | 3 | 0 | 3 |
| — | — | Elective (Social Science) | 3 | 0 | 3 |
| | | | 19 | 2 | 20 |

**TOTAL CREDIT HOURS** 115

*Satisfactory placement test scores or completion of appropriate developmental courses.

Suggested business electives include ACC 222, ACC 230, OSC 103, OSC 112, OSC 183, OSC 192, OSC 193, MKT 243, MKT 245, CAS 110, CAS 130, and CAS 140.

Suggested social science electives include POL 101, POL 102, HIS 103, SSC 101, PSY 110, and SOC 211.



# CERTIFICATE IN ACCOUNTING

The Certificate in Accounting program is offered through a cooperative agreement with Halifax Community College in Weldon. Courses leading to an accounting certificate may be completed at RCCC, while courses leading to an associate degree may be completed at Halifax.

The associate-level Accounting program is designed to provide students with knowledge and skills necessary for employment and growth in the accounting profession. Often referred to as the "language of business," accounting serves as an informational system for organizations. Accountants assemble, analyze, and communicate essential information about financial operations.

The course of study places emphasis on accounting principles, theories, and practices and includes study in business law, finance, management, and economics. Skills related to the applications of accounting principles are developed through study of communications, computer applications, interpersonal skills development, decision making principles, and ethics.

The curriculum is designed to prepare individuals for entry-level accounting positions in all types of organizations, including CPA firms, small businesses, manufacturing firms, insurance companies, banks, and nonprofit organizations such as hospitals, colleges, school systems, and governmental agencies. With work experience and additional education, an individual may advance to positions such as accountant, controller, and auditor.

**Suggested Sequence of Courses**

| | | | Hours | | |
|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Credit** |
| **FALL QUARTER** | | | | | |
| *ENG | 101 | Composition I | 5 | 0 | 5 |
| ACC | 120 | Accounting I | 5 | 2 | 6 |
| | | | 10 | 2 | 11 |
| **WINTER QUARTER** | | | | | |
| ACC | 121 | Accounting II | 5 | 2 | 6 |
| ACC | 229 | Taxes | 3 | 2 | 4 |
| | | | 8 | 4 | 10 |
| **SPRING QUARTER** | | | | | |
| ACC | 122 | Accounting III | 5 | 2 | 6 |
| ACC | 226 | Payroll Accounting | 3 | 2 | 4 |
| | | | 8 | 4 | 10 |
| **SUMMER QUARTER** | | | | | |
| ACC | 124 | Introduction to Computerized Accounting | 1 | 2 | 2 |
| | | **TOTAL CREDIT HOURS** | | | 33 |

*Satisfactory placement test scores or successful completion of appropriate developmental courses.

# COLLEGE TRANSFER

The six-quarter College Transfer program offers courses parallel to those required during the freshman and sophomore years at many colleges and universities.

Through a contractual agreement with East Carolina University, courses in English, the humanities and fine arts, mathematics, science, and social sciences are available on the RCCC campus. Courses are taught by faculty of RCCC and of ECU.

Students wishing to pursue a baccalaureate degree after earning their associate degree at RCCC should contact the college or university they plan to attend to receive specific information on transfer requirements. The counseling staff at RCCC also may be consulted regarding transfer information.

## Requirements for Associate in Arts Degree

**English** (9 quarter hours): ENG 110 & 120

**Humanities/Fine Arts** (15 quarter hours): Must include ENG 210 or 220 & SPH 205

**Mathematics** (9 quarter hours): Must include MAT 165 or 227

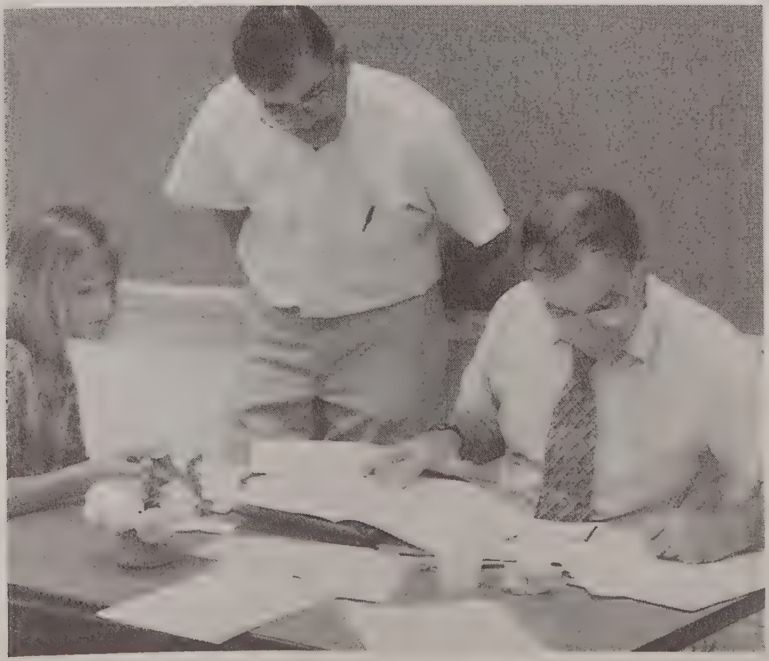
**Science** (12 quarter hours): BIO 150, 151, & 160

**Social Science** (13.5 quarter hours): Must include HIS 150 or 151 & HIS 130 or 131

**Health/Physical Education** (3 quarter hours): HEA 101

**Electives** (34.5 quarter hours): To be selected from the complete course listing

**Total Quarter Hours Required for Graduation:** 96



# COMPLETE COURSE LISTING

| | RCCC Prefix & Quarter Hrs. | | | ECU Prefix & Semester Hrs. | | |
|---|---|---|---|---|---|---|
| **English** | | | | | | |
| Composition | ENG | 110 | 4.5 | ENGL | 1100 | 3 |
| Composition | ENG | 120 | 4.5 | ENGL | 1200 | 3 |
| **Humanities** | | | | | | |
| Major British Writers | ENG | 210 | 4.5 | ENGL | 2100 | 3 |
| Major American Writers | ENG | 220 | 4.5 | ENGL | 2200 | 3 |
| Introduction to Old Testament | PHI | 165 | 4.5 | PHIL | 1695 | 3 |
| Introduction to New Testament | PHI | 166 | 4.5 | PHIL | 1696 | 3 |
| **Fine Arts** | | | | | | |
| Color & Design | ART | 101 | 4.5 | ART | 1001 | 3 |
| Art Appreciation | ART | 191 | 3 | ART | 1910 | 2 |
| Introduction to Theatre | DRA | 100 | 3 | THEA | 1000 | 2 |
| Music Appreciation | MUS | 228 | 3 | MUSC | 2208 | 2 |
| Oral Communication | SPH | 205 | 3 | THEA | 2005 | 3 |
| **Mathematics** | | | | | | |
| College Algebra | MAT | 165 | 4.5 | MATH | 1065 | 3 |
| Applied Trigonometry | MAT | 174 | 3 | MATH | 1074 | 2 |
| Calculus for Life Sciences I | MAT | 221 | 4.5 | MATH | 2121 | 3 |
| Basic Concepts for Mathematics | MAT | 227 | 4.5 | MATH | 2127 | 3 |
| Statistics for Business | MAT | 283 | 4.5 | MATH | 2283 | 3 |
| **Science** | | | | | | |
| General Biology | BIO | 150 | 4.5 | BIOL | 1050 | 3 |
| General Biology Laboratory | BIO | 151 | 1.5 | BIOL | 1051 | 1 |
| Environmental Biology | BIO | 160 | 6 | BIOL | 1060 | 4 |
| Basic General & Organic Chemistry | CHM | 112 | 6 | CHEM | 1120 | 4 |
| Basic Biochemistry | CHM | 220 | 4.5 | CHEM | 2620 | 3 |
| Basic Biochemistry Laboratory | CHM | 221 | 2 | CHEM | 2621 | 1 |
| **Social Science** | | | | | | |
| Introduction to Anthropology | ANT | 101 | 4.5 | ANTH | 1000 | 3 |
| World Geography: Developed Regions | GEO | 210 | 4.5 | GEOG | 2100 | 3 |
| World Geography: Less Developed Regions | GEO | 211 | 4.5 | GEOG | 2110 | 3 |
| World Civilizations to A.D. 1500 | HIS | 130 | 4.5 | HIST | 1030 | 3 |
| World Civilizations Since A.D. 1500 | HIS | 131 | 4.5 | HIST | 1031 | 3 |
| American History to 1877 | HIS | 150 | 4.5 | HIST | 1050 | 3 |
| American History Since 1877 | HIS | 151 | 4.5 | HIST | 1051 | 3 |
| Introductory Psychology | PSY | 110 | 4.5 | PSYC | 1000 | 3 |
| Courtship & Marriage | SOC | 125 | 4.5 | SOCI | 1025 | 3 |
| Introduction to Sociology | SOC | 211 | 4.5 | SOCI | 2110 | 3 |
| **Health/Physical Education** | | | | | | |
| Health in Modern Society | HEA | 101 | 3 | HLTH | 1000 | 2 |
| **Additional Courses** | | | | | | |
| Research Skills | LIB | 101 | 1.5 | LIBS | 1000 | 1 |
| Introduction to Exceptional Children | EDU | 200 | 3 | SPED | 2000 | 2 |

**Additional Courses**

Any courses not used as requirements may be selected as electives. Only courses which transfer to East Carolina University are approved electives.

# COSMETOLOGY

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

**Suggested Sequence of Courses**

FIRST YEAR

| | | | | Hours | |
|---|---|---|---|---|---|
| | | | **Class** | **Shop** | **Credit** |
| **FALL QUARTER** | | | | | |
| *ENG | 1102 | Communication Skills | 3 | 0 | 3 |
| COS | 1001 | Scientific Study I | 8 | 0 | 8 |
| COS | 1011 | Mannequin Practice | 0 | 21 | 7 |
| | | | 11 | 21 | 18 |
| **WINTER QUARTER** | | | | | |
| *MAT | 1109 | Basic Mathematics | 3 | 0 | 3 |
| COS | 1002 | Scientific Study II | 5 | 0 | 5 |
| COS | 1022 | Clinical Applications I | 0 | 24 | 8 |
| | | | 8 | 24 | 16 |
| **SPRING QUARTER** | | | | | |
| PSY | 1101 | Human Relations | 3 | 0 | 3 |
| **COS | 1003 | Scientific Study III | 5 | 0 | 5 |
| **COS | 1033 | Clinical Applications II | 0 | 24 | 8 |
| | | | 8 | 24 | 16 |
| **SUMMER QUARTER** | | | | | |
| BUS | 1103 | Small Business Operations | 3 | 0 | 3 |
| COS | 1004 | Scientific Study IV | 5 | 0 | 5 |
| COS | 1044 | Clinical Applications III | 0 | 24 | 8 |
| | | | 8 | 24 | 16 |
| | | **TOTAL CREDIT HOURS** | | | 66 |

Students may choose to exit with a diploma certifying at least 1200 hours of clinical and scientific study and the required number of practical completions. The student would be qualified to take the state cosmetology exam. However, the student would have to serve a six-months apprenticeship under a registered managing cosmetologist.

*Satisfactory placement test scores or completion of appropriate developmental courses.

**Satisfactory completion of at least two required related courses.

SECOND YEAR

**FALL QUARTER**

| | | | | | |
|---|---|---|---|---|---|
| ***COS | 1005 | Scientific Study V | 5 | 0 | 5 |
| ***COS | 1055 | Clinical Applications IV | 0 | 24 | 8 |
| | | | 5 | 24 | 13 |
| | | **TOTAL CREDIT HOURS** | | | 79 |

Students may choose to exit with an advanced diploma certifying at least 1500 hours of clinical and scientific study and the required number of practical completions. The student would be qualified to take the state cosmetology exam and the apprenticeship requirement would be waived.

***Satisfactory completion of at least three required related courses.

These courses may be subdivided:
COS 1001a (4 class, 0 shop, 4 credit) and COS 1001 b (4 class, 0 shop, 4 credit)
COS 1011a (0 class, 9 shop, 3 credit) and COS 1011b (0 class, 12 shop, 4 credit)
COS 1002a (2.5 class, 0 shop, 2.5 credit) and COS 1002b (2.5 class, 0 shop, 2.5 credit)
COS 1022a (0 class, 12 shop, 4 credit) and COS 1022b (0 class, 12 shop, 4 credit)
COS 1003a (2.5 class, 0 shop, 2.5 credit) and COS 1003b (2.5 class, 0 shop, 2.5 credit)
COS 1033a (0 class, 12 shop, 4 credit) and COS 1033b (0 class, 12 shop, 4 credit)
COS 1004a (2.5 class, 0 shop, 2.5 credit) and COS 1004b (2.5 class, 0 shop, 2.5 credit)
COS 1044a (0 class, 12 shop, 4 credit) and COS 1044b (0 class, 12 shop, 4 credit)
COS 1005a (2.5 class, 0 shop, 2.5 credit) and COS 1005b (2.5 class, 0 shop, 2.5 credit)
COS 1055a (0 class, 12 shop, 4 credit) and COS 1055b (0 class, 12 shop, 4 credit)

# CRIMINAL JUSTICE
## (Protective Service Technology)

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security.

**Suggested Sequence of Courses**

FIRST YEAR

| | | | | Hours | |
|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Credit** |
| **FALL QUARTER** | | | | | |
| CJC | 101 | Introduction to Criminal Justice | 3 | 0 | 3 |
| CJC | 109 | Police Organization and Administration I | 4 | 0 | 4 |
| CJC | 112 | Criminal Law and Procedure I | 4 | 0 | 4 |
| *ENG | 101 | Composition I | 5 | 0 | 5 |
| | | | 16 | 0 | 16 |
| **WINTER QUARTER** | | | | | |
| CJC | 115 | Introduction to Corrections | 3 | 0 | 3 |
| CJC | 110 | Police Organization and Administration II | 4 | 0 | 4 |
| CJC | 113 | Criminal Law and Procedure II | 4 | 0 | 4 |
| ENG | 102 | Composition II | 3 | 0 | 3 |
| ENG | 204 | Oral Communications | 3 | 0 | 3 |
| | | | 17 | 0 | 17 |
| **SPRING QUARTER** | | | | | |
| CJC | 116 | Correctional Management | 3 | 0 | 3 |
| CJC | 111 | Police Organization and Administration III | 4 | 0 | 4 |
| CJC | 114 | Criminal Law and Procedure III | 4 | 0 | 4 |
| — | — | Elective (CJC) | 3 | 0 | 3 |
| ENG | 103 | Report Writing | 3 | 0 | 3 |
| | | | 17 | 0 | 17 |

SECOND YEAR

| | | | | | |
|---|---|---|---|---|---|
| **FALL QUARTER** | | | | | |
| CJC | 221 | Criminology | 3 | 0 | 3 |
| — | — | Elective (CJC) | 3 | 0 | 3 |
| *MAT | 110 | Business Mathematics | 5 | 0 | 5 |
| POL | 101 | National Government | 3 | 0 | 3 |
| PSY | 102 | General Psychology | 3 | 0 | 3 |
| or | | | | | |
| PSY | 110 | Introductory Psychology (PSYC 1000) | 4.5 | 0 | 4.5 |
| SOC | 101 | Principles of Sociology | 3 | 0 | 3 |
| or | | | | | |
| SOC | 211 | Introduction to Sociology (SOCI 2110) | 4.5 | 0 | 4.5 |
| | | | 20 | 0 | 20 |
| | | | | or | |
| | | | 23 | 0 | 23 |

### WINTER QUARTER

| | | | | | |
|---|---|---|---|---|---|
| CJC | 203 | Police Supervision | 3 | 0 | 3 |
| — | — | Elective (CJC) | 3 | 0 | 3 |
| POL | 102 | State and Local Government | 3 | 0 | 3 |
| PSY | 103 | Adolescent Psychology | 3 | 0 | 3 |
| SOC | 201 | The Child, the Family, and the Community | 4 | 0 | 4 |
| | | | 16 | 0 | 16 |

### SPRING QUARTER

| | | | | | |
|---|---|---|---|---|---|
| CJC | 206 | Criminal Investigation | 3 | 0 | 3 |
| CJC | 212 | Correctional Supervisory Management | 3 | 0 | 3 |
| — | — | Elective (CJC) | 3 | 0 | 3 |
| — | — | Elective (Free) | 3 | 0 | 3 |
| LIB | 101 | Research Skills (LIBS 1000) | 1.5 | 0 | 1.5 |
| PSY | 205 | Abnormal Psychology | 3 | 0 | 3 |
| | | | 16.5 | 0 | 16.5 |

### SUMMER QUARTER

| | | | | | |
|---|---|---|---|---|---|
| CJC | 222 | Seminar and Project in Criminal Justice | 3 | 8 | 7 |
| CJC | 209 | Firearms and Self-Defense | 2 | 2 | 3 |
| — | — | Elective (CJC) | 3 | 0 | 3 |
| — | — | Elective (CJC) | 3 | 0 | 3 |
| | | | 11 | 10 | 16 |

**TOTAL CREDIT HOURS** 118.5 or 121.5

*Satisfactory placement test scores or completion of appropriate developmental courses.

Suggested CJC electives include CJC 106, CJC 201, CJC 117, CJC 118, CJC 180, and CJC 193.

# DIESEL VEHICLE MAINTENANCE

The Diesel Vehicle Maintenance curriculum provides a program for developing the basic knowledge and skills needed in diesel vehicle maintenance. Manual skills are developed in practical shop work.

The use of diesel engines is found in farm and construction equipment, electric generators, trucks, buses, trains, automobiles and ships. Many diesel vehicle mechanics specialize in maintenance and repair of equipment, others specialize in rebuilding engines.

Diesel vehicle mechanics are instructed through class assignments, discussion and shop practice to maintain and repair engines, chassis and suspensions, and power trains used to power farm equipment, construction equipment, buses and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.

**Suggested Sequence of Courses**

FIRST YEAR

| | | | Hours | | | |
|---|---|---|---|---|---|---|
| | | | Class | Lab | Shop | Credit |
| **FALL QUARTER** | | | | | | |
| DIE | 1050 | Intro. to Diesel Electrical System | 2 | 0 | 3 | 3 |
| **DIE | 1110 | Diesel Engines I | 4 | 0 | 9 | 7 |
| DIE | 1112 | Basic Hydraulics | 1 | 0 | 3 | 2 |
| *MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| PHY | 1101 | Applied Science | 3 | 2 | 0 | 4 |
| | | | 15 | 2 | 15 | 21 |
| **WINTER QUARTER** | | | | | | |
| DIE | 1111 | Diesel Engines II | 4 | 0 | 12 | 8 |
| DIE | 1144 | Introduction to Air Brake Systems | 1 | 0 | 3 | 2 |
| DIE | 1153 | Diesel Electrical System Servicing | 1 | 0 | 3 | 2 |
| MAT | 1101r | Fundamentals of Mathematics - Applications | 3 | 0 | 0 | 3 |
| PSY | 1101 | Human Relations | 3 | 0 | 0 | 3 |
| | | | 12 | 0 | 18 | 18 |
| **SPRING QUARTER** | | | | | | |
| **DIE | 1152 | Diesel Fuel Systems | 4 | 0 | 3 | 5 |
| **DIE | 1154 | Diesel Tune-up and Troubleshooting | 2 | 0 | 6 | 4 |
| DIE | 1158 | Air Induction and Exhaust Systems | 3 | 0 | 3 | 4 |
| *ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| | | | 12 | 0 | 12 | 16 |
| **SUMMER QUARTER** | | | | | | |
| BUS | 1103 | Small Business Operations | 3 | 0 | 0 | 3 |
| DIE | 1155 | Diesel Power Trains | 2 | 0 | 6 | 4 |
| DIE | 1157 | Steering, Suspension, and Brake Systems | 2 | 0 | 3 | 3 |
| DIE | 1159 | Diesel Vehicle Air Conditioning Systems | 1 | 0 | 3 | 2 |
| WLD | 1147 | Intro. to Basic Gas & Arc Welding | 3 | 0 | 3 | 4 |
| | | | 11 | 0 | 15 | 16 |
| | | **TOTAL CREDIT HOURS** | | | | 71 |

*Satisfactory placement test scores or completion of appropriate developmental courses.

**These courses may be subdivided:
DIE 1110 into DIE 1110a (2 class, 3 shop, 3 credit), DIE 1110b (1 class, 3 shop, 2 credit), and DIE 1110c (1 class, 3 shop, 2 credit).

DIE 1152 into DIE 1152a (3 class, 0 shop, 3 credit), and DIE 1152b (1 class, 3 shop, 2 credit).
DIE 1154 into DIE 1154a (1 class, 3 shop, 2 credit), and DIE 1154b (1 class, 3 shop, 2 credit).

A certificate in Diesel Vehicle Maintenance may be requested upon successful completion of the following courses: DIE 1110, DIE 1152, and DIE 1154.

# EARLY CHILDHOOD ASSOCIATE

The Early Childhood Associate curriculum is designed to prepare individuals to work with children in learning environments from infancy through middle childhood. The program of study includes subjects of child growth and development, physical and nutritional needs of children, care and guidance of children, and communication with children and their parents. Students learn to foster the cognitive/language, physical/motor, and social/emotional development of children. The program of study combines theories and principles with opportunities for supervised practice.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities are available in child development and child care programs, preschools, public and private schools, recreational centers, kindergartens, some Head Start programs, and programs for children with special needs.

## Program Entrance Requirements

To be considered for admission to the Early Childhood Associate program, applicants not only must meet the admission requirements established by the College, but they also must meet those established by the program. These include submitting to the department chair a health card or statement from a physician stating the condition of health and, if requested, interviewing with the department chair.

**Suggested Sequence of Courses**

FIRST YEAR

| | | | Hours | | | |
|---|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Work Exp.** | **Credit** |
| **FALL QUARTER** | | | | | | |
| *ENG | 101 | Composition I | 5 | 0 | 0 | 5 |
| EDU | 102 | Care of Infants and Young Children | 3 | 0 | 0 | 3 |
| EDU | 106 | Preschool Education I/Child Care Credential I | 3 | 0 | 0 | 3 |
| EDU | 110 | Language Arts | 3 | 0 | 0 | 3 |
| PSY | 115 | Child Growth and Development I | 3 | 0 | 0 | 3 |
| | | | 17 | 0 | 0 | 17 |
| **WINTER QUARTER** | | | | | | |
| ENG | 102 | Composition II | 3 | 0 | 0 | 3 |
| EDU | 107 | Preschool Education II/Child Care Credential II | 3 | 0 | 0 | 3 |
| EDU | 104 | Art in Early Childhood Education | 3 | 0 | 0 | 3 |
| EDU | 116 | Introduction to the Exceptional Child | 3 | 0 | 0 | 3 |
| — | — | Elective (Free) | 3 | 0 | 0 | 3 |
| PSY | 116 | Child Growth and Development II | 3 | 0 | 0 | 3 |
| | | | 18 | 0 | 0 | 18 |
| **SPRING QUARTER** | | | | | | |
| EDU | 105 | Safety & First Aid | 3 | 2 | 0 | 4 |
| EDU | 112 | Music in Early Childhood | 3 | 0 | 0 | 3 |
| EDU | 121 | Literature for Children | 2 | 0 | 0 | 2 |
| EDU | 122 | Classroom Management | 4 | 2 | 0 | 5 |
| *MAT | 165 | College Algebra (MATH 1065) | 3.5 | 2 | 0 | 4.5 |
| or | | | | | | |
| *MAT | 101 | Basic Algebra | 5 | 0 | 0 | 5 |
| or | | | | | | |
| *MAT | 110 | Business Mathematics | 5 | 0 | 0 | 5 |
| | | | 15.5 | 6 | 0 | 18.5 |
| | | | | or | | |
| | | | 17 | 4 | 0 | 19 |

## SUMMER QUARTER

| | | | | | | |
|---|---|---|---|---|---|---|
| OSC | 102 | Keyboarding | 3 | 2 | 0 | 4 |
| EDU | 120 | Health & Nutrition | 3 | 2 | 0 | 4 |
| EDU | 123 | Science & Social Studies in Early Childhood Education | 4 | 0 | 0 | 4 |
| EDU | 124 | Physical Activities for Children | 3 | 2 | 0 | 4 |
| EDU | 125 | Audiovisual Aids | 3 | 0 | 0 | 3 |
| | | | 16 | 6 | 0 | 19 |

**TOTAL CREDIT HOURS** 72.5
or
73

Students may exit with a diploma after successfully completing all first-year courses or may continue studies in the second year of the program. Second-year courses, which lead to an earned associate degree, will be offered only if a sufficient number of students enroll.

Based on a student's preference, either one of two options is available in the second year of study. These options include courses preparing one to exit with the qualifications for becoming a day care director (administrative option) or courses preparing one to exit with the qualifications for becoming an advanced teacher's aide (instructional option).

*Satisfactory placement test scores or completion of appropriate developmental courses.

SECOND YEAR
(Advanced Teacher's Aide)

## FALL QUARTER

| | | | | | | |
|---|---|---|---|---|---|---|
| PSY | 102 | General Psychology | 3 | 0 | 0 | 3 |
| or | | | | | | |
| PSY | 110 | Introductory Psychology (PSYC 1000) | 4.5 | 0 | 0 | 4.5 |
| EDU | 204 | Program Planning for Young Children | 5 | 4 | 0 | 7 |
| ENG | 204 | Oral Communications | 3 | 0 | 0 | 3 |
| | | | 11 | 4 | 0 | 13 |
| | | | | or | | |
| | | | 12.5 | 4 | 0 | 14.5 |

## WINTER QUARTER

| | | | | | | |
|---|---|---|---|---|---|---|
| CAS | 101 | Computers in the Classroom | 2 | 2 | 0 | 3 |
| EDU | 208 | Parent Effectiveness Training | 3 | 0 | 0 | 3 |
| EDU | 230 | Introduction to Reading Education | 3 | 0 | 0 | 3 |
| SOC | 201 | The Child, the Family, and the Community | 4 | 0 | 0 | 4 |
| | | | 12 | 2 | 0 | 13 |

## SPRING QUARTER

| | | | | | | |
|---|---|---|---|---|---|---|
| | | — (First 5 1/2 Week Session) — | | | | |
| EDU | 234 | Constructing Teacher-Made Materials | 3 | 0 | 0 | 3 |
| EDU | 236 | Creative Activities | 3 | 0 | 0 | 3 |
| EDU | 213 | Behavior Modification | 3 | 2 | 0 | 4 |
| | | — (Second 5 1/2 Week Session) — | | | | |
| EDU | 220 | Student Practicum | 2 | 0 | 10 | 3 |
| | | | 11 | 2 | 10 | 13 |

**TOTAL CREDIT HOURS** 111.5
or
113.5

SECOND YEAR
(Day Care Director)

**FALL QUARTER**

| | | | | | | |
|---|---|---|---|---|---|---|
| PSY | 102 | General Psychology | 3 | 0 | 0 | 3 |
| or | | | | | | |
| PSY | 110 | Introductory Psychology (PSYC 1000) | 4.5 | 0 | 0 | 4.5 |
| EDU | 204 | Program Planning for Young Children | 5 | 4 | 0 | 7 |
| ENG | 204 | Oral Communications | 3 | 0 | 0 | 3 |
| | | | 11 | 4 | 0 | 13 |
| | | | | or | | |
| | | | 12.5 | 4 | 0 | 14.5 |

**WINTER QUARTER**

| | | | | | | |
|---|---|---|---|---|---|---|
| EDU | 208 | Parent Effectiveness Training | 3 | 0 | 0 | 3 |
| EDU | 210 | Day Care Administration I | 4 | 4 | 0 | 6 |
| SOC | 201 | The Child, the Family, and the Community | 4 | 0 | 0 | 4 |
| | | | 11 | 4 | 0 | 13 |

**SPRING QUARTER**

| | | | | | | |
|---|---|---|---|---|---|---|
| | | (First 5 1/2 Week Session) | | | | |
| EDU | 211 | Day Care Administration II | 4 | 4 | 0 | 6 |
| EDU | 213 | Behavior Modification | 3 | 2 | 0 | 4 |
| | | (Second 5 1/2 Week Session) | | | | |
| EDU | 220 | Student Practicum | 2 | 0 | 10 | 3 |
| | | | 9 | 6 | 10 | 13 |

**TOTAL CREDIT HOURS** 111.5
or
113.5

# GENERAL TECHNOLOGY CURRICULUM CORE

The General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curriculums in the technical field.

After completion of this certificate curriculum, the student has job skills for occupations requiring communications skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended objective component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

Although the majority of General Technology courses are included in pre-nursing and pre-radiologic studies, a list of all courses may be obtained from a counselor or nursing advisor.

## Pre-Nursing

The suggested sequence of pre-nursing courses is designed primarily for students interested in allied health careers. Completion of the courses, however, does not guarantee admission to RCCC's allied health programs.

**Suggested Sequence of Courses**

| | | | Hours | | |
|---|---|---|---|---|---|
| | | | Class | Lab | Credit |
| **FALL QUARTER** | | | | | |
| *MAT | 107 | Math for Nurses | 1 | 2 | 2 |
| PSY | 120 | Growth & Development | 3 | 0 | 3 |
| *ENG | 110 | Composition (ENGL 1100) | 4.5 | 0 | 4.5 |
| — | — | Elective (Free) | 3 | 0 | 3 |
| | | | 11.5 | 2 | 12.5 |
| **WINTER QUARTER** | | | | | |
| PSY | 110 | Introductory Psychology (PSYC 1000) | 4.5 | 0 | 4.5 |
| **BIO | 224 | Anatomy & Physiology I | 4 | 2 | 5 |
| CAS | 103 | Computer Fundamentals | 3 | 0 | 3 |
| | | | 11.5 | 2 | 12.5 |
| **SPRING QUARTER** | | | | | |
| SOC | 211 | Introduction to Sociology (SOCI 2110) | 4.5 | 0 | 4.5 |
| BIO | 225 | Anatomy & Physiology II | 4 | 2 | 5 |
| ENG | 120 | Composition (ENGL 1200) | 4.5 | 0 | 4.5 |
| | | | 13 | 2 | 14 |
| **SUMMER QUARTER** | | | | | |
| BIO | 206 | Microbiology | 3 | 0 | 3 |
| SPH | 205 | Oral Communication (THEA 2005) | 3 | 0 | 3 |
| — | — | Elective (Free) | 3 | 0 | 3 |
| | | | 9 | 0 | 9 |
| | | **TOTAL CREDIT HOURS** | | | 48 |

*Satisfactory placement test scores or successful completion of appropriate developmental courses.

**Must have passed high school chemistry or equivalent prior to enrolling.

East Carolina University course prefixes and numbers are shown in parentheses.

## Pre-Radiologic

Offered through a cooperative agreement with Pitt Community College in Greenville, the Radiologic Technology curriculum prepares graduates to be competent Medical Radiographers.

The radiographer is a skilled person qualified by technological education to provide patient services using imaging modalities (as directed by physicians qualified to order and/or perform radiologic procedures) by: (1) applying knowledge of the principles of radiation protection for patient, self and others; (2) applying knowledge of anatomy, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph; (3) determining exposure factors to achieve optimum radiographic technique with a minimum of radiation exposure to the patient; (4) examining radiographs for the purpose of evaluating technique, positioning, and other pertinent technical qualities; (5) exercising discretion and judgment in the performance of medical imaging procedures; (6) providing patient care essential to radiologic procedures; and (7) recognizing emergency patient conditions and initiating life saving first aid.

Graduates are eligible to take the national exam given by the American Registry of Radiologic Technologists for certification and registration as medical radiographers. Graduates may be employed in radiology departments in hospitals, clinics, physicians' offices, research and medical laboratories, federal and state agencies, and industry.

Individuals desiring a career in radiology technology should take courses in biology, algebra, and chemistry and/or physics prior to entering the program.

The cooperative agreement with Pitt Community College allows general and related courses to be taken on the RCCC campus. All major courses are taken at Pitt, where the Associate in Applied Science Degree also is earned. Clinical experiences are provided in a variety of settings, including Roanoke-Chowan Hospital.

Three RCCC students will be admitted each fall to the Radiologic Technology curriculum at Pitt. Selections are made by the admissions committee at Pitt and are based upon ranking of all applicants who have successfully completed related courses and met Pitt's admission requirements, including an interview with the Radiologic technology chairperson.

### Suggested Sequence of Courses

| | | | | Hours | |
|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Credit** |
| **FALL QUARTER** | | | | | |
| *ENG | 101 | Composition I | 5 | 0 | 5 |
| *MAT | 101 | Basic Algebra | 5 | 0 | 5 |
| **BIO | 123 | Fundamentals of Anatomy & Physiology | 4 | 2 | 5 |
| — | — | Elective (Free) | 3 | 0 | 3 |
| | | | 17 | 2 | 18 |
| **WINTER QUARTER** | | | | | |
| ENG | 102 | Composition II | 3 | 0 | 3 |
| **BIO | 224 | Anatomy & Physiology I | 4 | 2 | 5 |
| PSY | 110 | Introductory Psychology (PSYC 1000) | 4.5 | 0 | 4.5 |
| CAS | 103 | Computer Fundamentals | 3 | 0 | 3 |
| | | | 14.5 | 2 | 15.5 |

**SPRING QUARTER**

| | | | | | |
|---|---|---|---|---|---|
| SPH | 205 | Oral Communication (THEA 2005) | 3 | 0 | 3 |
| BIO | 225 | Anatomy & Physiology II | 4 | 2 | 5 |
| SOC | 211 | Introduction to Sociology (SOCI 2110) | 4.5 | 0 | 4.5 |
| — | — | Elective (Free) | 3 | 0 | 3 |
| | | | 14.5 | 2 | 15.5 |
| | | **TOTAL CREDIT HOURS** | | | 49 |

*Satisfactory placement test scores or successful completion of appropriate developmental courses.

**Must have passed high school chemistry or equivalent prior to enrolling. Effective Fall Quarter 1996, BIO 123 will not be required.

East Carolina University course prefixes and numbers are shown in parentheses.

Radiologic Technology courses can be found in Pitt Community College's catalog.

# INDUSTRIAL MAINTENANCE MECHANICS

The Industrial Maintenance Mechanics curriculum introduces students to a wide range of skills needed to service, maintain, and make repairs to machinery found in most production industries.

Course work includes basic theory and practical skills training in electricity, metal machining, welding, hydraulics/pneumatics, industrial rigging, and heating and cooling systems.

Applied mechanics, motors and controls, and programmable logic controllers also will be introduced.

**Suggested Sequence of Courses**

FIRST YEAR

| | | | | Hours | | |
|---|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Shop** | **Credit** |
| **FALL QUARTER** | | | | | | |
| BPR | 1104 | Basic Blueprint Reading | 0 | 2 | 0 | 1 |
| ELC | 1112 | Direct and Alternating Current | 5 | 0 | 12 | 9 |
| ISC | 1101 | Industrial Safety | 3 | 0 | 0 | 3 |
| *MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| | | | 13 | 2 | 12 | 18 |
| **WINTER QUARTER** | | | | | | |
| **BPR | 1113 | Blueprint Reading: Electrical | 2 | 2 | 0 | 3 |
| ELC | 1113 | Alternating Current and Direct Current Machines and Controls | 6 | 0 | 9 | 9 |
| MAT | 1101r | Fundamentals of Mathematics—Applications | 3 | 0 | 0 | 3 |
| **HYD | 1140 | Hydraulics: Fundamentals | 3 | 0 | 3 | 4 |
| | | | 14 | 2 | 12 | 19 |
| **SPRING QUARTER** | | | | | | |
| AHR | 1119 | Introduction to Cooling and Heating Systems | 3 | 0 | 6 | 5 |
| **MNT | 1133 | Electrical and Mechanical Maintenance I | 3 | 0 | 6 | 5 |
| **PLU | 1110 | Plumbing Pipework | 4 | 0 | 3 | 5 |
| *ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| | | | 13 | 0 | 15 | 18 |
| **SUMMER QUARTER** | | | | | | |
| AHR | 1120 | Heating and Cooling Systems Servicing | 1 | 0 | 3 | 2 |
| ELC | 1104 | Industrial Applications of the National Electrical Code | 4 | 0 | 0 | 4 |
| MNT | 1134 | Electrical and Mechanical Maintenance II | 3 | 0 | 6 | 5 |
| PSY | 1101 | Human Relations | 3 | 0 | 0 | 3 |
| WLD | 1147 | Intro. to Basic Gas and Arc Welding | 3 | 0 | 3 | 4 |
| | | | 14 | 0 | 12 | 18 |
| | | **TOTAL CREDIT HOURS** | | | | 73 |

*Satisfactory placement test scores or completion of appropriate developmental courses.

**These courses may be subdivided:
HYD 1140 into HYD 1140a (2 class, 0 shop/lab, 2 credit) and HYD 1140b (1 class, 3 shop, 2 credit).
MNT 1133 into MNT 1133a (1 class, 3 shop, 2 credit) and MNT 1133b (2 class, 3 shop, 3 credit).
PLU 1110 into PLU 1110a (3 class, 0 shop/lab, 3 credit) and PLU 1110b (1 class, 3 shop, 3 credit).
ELC 1113 into ELC 1113a (4 class, 3 shop, 5 credit) and ELC 1113b (2 class, 6 shop, 4 credit).

A certificate in Industrial Maintenance Mechanics may be requested upon successful completion of the following courses: BPR 1113, ELC 1104, MNT 1133, and HYD 1140 or PLU 1110.

An Electrical Certificate may be requested upon successful completion of the following courses: BPR 1113, ELC 1113, and ELC 1104.

# LIGHT CONSTRUCTION

The Light Construction curriculum prepares individuals for employment in the building trades industry. Instruction is provided in carpentry, masonry, electrical wiring, and plumbing. Students study applied mathematics, blueprint reading and sketching, safety and other related subjects. They learn the methods used in laying out a small structure, mixing and pouring cement, rough framing, laying brick and block, roofing and exterior finishing.

Graduates may find employment with home builders or with commercial building contractors. They may enter the building trades as apprentices; or work as building maintenance mechanics in small industries or public buildings including schools, hospitals, and apartment houses. After sufficient experience in the trade, some workers may establish their own business.

**Suggested Sequence of Courses**

FIRST YEAR

| | | | Hours | | |
|---|---|---|---|---|---|
| | | Class | Lab | Shop | Credit |
| **FALL QUARTER** | | | | | |
| **CAR 1101a | Carpentry I | 6 | 0 | 12 | 10 |
| BPR 1110 | Blueprint Reading and Building Trades | 0 | 2 | 0 | 1 |
| *ENG 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| *MAT 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| | | 14 | 2 | 12 | 19 |
| **WINTER QUARTER** | | | | | |
| CAR 1101b | Carpentry II | 6 | 0 | 12 | 10 |
| MAT 1101r | Fundamentals of Mathematics—Applications | 3 | 0 | 0 | 3 |
| | | 9 | 0 | 12 | 13 |
| **SPRING QUARTER** | | | | | |
| CAR 1124 | Residential and Commercial Construction I | 5 | 0 | 15 | 10 |
| ARC 1145 | Specifications and Contracts | 1 | 0 | 0 | 1 |
| ELC 1123 | Electrical Installation | 2 | 0 | 3 | 3 |
| | | 8 | 0 | 18 | 14 |
| **SUMMER QUARTER** | | | | | |
| MAS 1101 | General Masonry | 6 | 0 | 12 | 10 |
| ARC 108 | Codes, Specifications, and Contract Documents | 3 | 2 | 0 | 4 |
| | | 9 | 2 | 12 | 14 |

SECOND YEAR

| | | Class | Lab | Shop | Credit |
|---|---|---|---|---|---|
| **FALL QUARTER** | | | | | |
| PSY 1101 | Human Relations | 3 | 0 | 0 | 3 |
| PLU 1115 | Plumbing and Installation | 2 | 0 | 3 | 3 |
| ***—— —— | Elective | 3 | 0 | 9 | 6 |
| | | 8 | 0 | 12 | 12 |
| | **TOTAL CREDIT HOURS** | | | | 72 |

*Satisfactory placement test scores or completion of appropriate developmental courses.

**CAR 1101a may be subdivided into CAR 1109 (2 class, 6 shop, 4 credit), CAR 1110 (2 class, 3 shop, 3 credit), and CAR 1111 (2 class, 3 shop, 3 credit).

***Electives must be selected upon advice from advisor. Suggested electives include CAR 1102, BUS 1103, and CAR 1000. CAR 1102 may be subdivided into CAB 1106 and CAB 1107.

A certificate in Light Construction may be requested upon successful completion of the following courses: CAR 1101a, PLU 1115, and ELC 1123.

# MENTAL HEALTH ASSOCIATE

The Mental Health Associate curriculum prepares graduates to provide a variety of services to persons who are mentally ill, emotionally disturbed, behaviorally disoriented, criminally insane, abused or neglected, retarded or otherwise developmentally disabled, culturally and educationally handicapped and in crisis. Graduates promote educational and public mental health awareness; provide outreach, out-patient day care, intake, in-patient, rehabilitation, counseling, behavior modification services; and offer special training instruction in community mental health and retardation centers.

Mental health associates may work in mental health centers, mental hospitals, mental retardation centers, social service agencies, private and public hospitals and schools, nursery schools, and day care centers. The functions may be interdisciplinary in nature or they may consist of duties related primarily to a particular discipline. In either case, the mental health associate functions under the supervision of a professional member of their health team.

Individuals desiring a career in mental health assisting should, if possible, take biology, algebra, sociology, and psychology courses prior to entering the program.

## Program Entrance Requirements

To be considered for admission to the MHA program, applicants not only must meet the admission requirements established by Roanoke-Chowan Community College, but they also must meet those established by the program. An outline of the program's requirements is listed below. A detailed description can be obtained from the Student Development Services Department or the program chair.

1. Meet with the department chair.
2. Complete (or have completed) one year of biology in high school or one course in general biology at RCCC or another college with a minimum grade of C.
3. Complete (or have completed) one year of chemistry in high school or one course in general chemistry at RCCC or another college with a minimum grade of C.
4. Provide two letters of reference.
5. Submit a completed health form.
6. Submit a written essay.
7. Complete appropriate evaluation questions and placement forms.

## Program Dismissal

The department reserves the right to dismiss students from the program who demonstrate physical/emotional/addiction problems, providing such problems do not respond to appropriate treatment/counseling within a reasonable period of time. Students may be dismissed who exhibit behavior conflicting with the practice essential to the MHA program. Students showing need for personal recovery will be asked to seek treatment.

## Suggested Sequence of Courses

### FIRST YEAR

| | | | Hours | | | |
|---|---|---|---|---|---|---|
| | | | Class | Lab | Clinical | Credit |
| **FALL QUARTER** | | | | | | |
| MHT | 102 | Introduction to Behaviorial Health Services | 3 | 0 | 0 | 3 |
| *ENG | 101 | Composition I | 5 | 0 | 0 | 5 |
| PSY | 110 | Introductory Psychology (PSYC 1000) | 4.5 | 0 | 0 | 4.5 |
| CAS | 103 | Computer Fundamentals I | 3 | 0 | 0 | 3 |
| | | | 15.5 | 0 | 0 | 15.5 |
| **WINTER QUARTER** | | | | | | |
| MHT | 103 | Interpersonal Communication Skills | 2 | 2 | 0 | 3 |
| EDU | 116 | Introduction to the Exceptional Child | 3 | 0 | 0 | 3 |
| ENG | 102 | Composition II | 3 | 0 | 0 | 3 |
| SOC | 211 | Introduction to Sociology (SOCI 2110) | 4.5 | 0 | 0 | 4.5 |
| PSY | 120 | Growth and Development | 3 | 0 | 0 | 3 |
| | | | 15.5 | 2 | 0 | 16.5 |
| **SPRING QUARTER** | | | | | | |
| MHT | 107 | Basic Counseling Skills | 2 | 2 | 0 | 3 |
| MHT | 118 | Addiction: The Individual & Family Systems | 5 | 0 | 0 | 5 |
| MHT | 113 | Human Behavior & Social Problems | 3 | 0 | 0 | 3 |
| **BIO | 123 | Fundamentals of Anatomy & Physiology | 5 | 0 | 0 | 5 |
| | | | 15 | 2 | 0 | 16 |
| **SUMMER QUARTER** | | | | | | |
| MHT | 115 | Health Care Skills | 2 | 2 | 6 | 5 |
| MHT | 111 | Crisis Intervention | 3 | 0 | 0 | 3 |
| MHT | 114 | Introduction to Behavior Modification | 3 | 0 | 0 | 3 |
| PSY | 105 | Abnormal Psychology | 3 | 0 | 0 | 3 |
| | | | 11 | 2 | 6 | 14 |

### SECOND YEAR

| | | | Class | Lab | Clinical | Credit |
|---|---|---|---|---|---|---|
| **FALL QUARTER** | | | | | | |
| MHT | 230 | Counseling Theory & Methods | 4 | 0 | 0 | 4 |
| MHT | 202 | Study of the Twelve Steps | 2 | 2 | 0 | 3 |
| MHT | 209 | Ethics & Professional Relationships | 3 | 0 | 0 | 3 |
| SPH | 205 | Oral Communication (THEA 2005) | 3 | 0 | 0 | 3 |
| GRO | 106 | Mental Health & Aging | 3 | 0 | 0 | 3 |
| | | | 15 | 2 | 0 | 16 |
| **WINTER QUARTER** | | | | | | |
| MHT | 215 | Introduction to Psychopathology | 3 | 0 | 0 | 3 |
| MHT | 205 | Group Process | 3 | 2 | 0 | 4 |
| SOC | 201 | The Child, the Family & the Community | 4 | 0 | 0 | 4 |
| PSY | 103 | Adolescent Psychology | 3 | 0 | 0 | 3 |
| | | | 13 | 2 | 0 | 14 |
| **SPRING QUARTER** | | | | | | |
| MHT | 231 | Case Management | 3 | 0 | 0 | 3 |
| MHT | 240 | Mental Health Associate Practicum | 2 | 0 | 15 | 7 |
| — | — | Elective | 3 | 0 | 0 | 3 |
| | | | 5 | 0 | 15 | 13 |
| | | **TOTAL CREDIT HOURS** | | | | 105 |

*Satisfactory placement test scores or successful completion of appropriate developmental courses.

**Must have passed high school/college chemistry and biology prior to entering.

Elective must be selected upon advice from advisor.

Selective courses within the MHA program may be applied toward Substance Abuse Certification in North Carolina.

East Carolina University course prefixes and numbers are shown in parentheses.

# MICROCOMPUTER SYSTEMS TECHNOLOGY

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry, and government organizations that use or are planning to use computers to process and manage information.

Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students also will learn the fundamentals of microcomputer networking.

**Suggested Sequence of Courses**

FIRST YEAR

| | | | | Hours | |
|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Credit** |
| **FALL QUARTER** | | | | | |
| CAS | 103 | Computer Fundamentals I | 3 | 0 | 3 |
| CSC | 113 | Principles of Computer Math | 2 | 0 | 2 |
| — | — | Elective (Major) | 3 | 0 | 3 |
| — | — | Elective (Major) | 3 | 0 | 3 |
| — | — | Elective (Social Science/Humanities) | 4 | 0 | 4 |
| | | | 15 | 0 | 15 |
| **WINTER QUARTER** | | | | | |
| *ENG | 101 | Composition I | 5 | 0 | 5 |
| CAS | 105 | Computer Fundamentals II | 3 | 2 | 4 |
| CAS | 130 | Database Applications I | 2 | 2 | 3 |
| CAS | 140 | Spreadsheet Applications I | 2 | 2 | 3 |
| CAS | 110 | Operating Systems I | 2 | 2 | 3 |
| | | | 14 | 8 | 18 |
| **SPRING QUARTER** | | | | | |
| ENG | 102 | Composition II | 3 | 0 | 3 |
| CAS | 115 | Operating Systems II | 2 | 2 | 3 |
| CAS | 135 | Database Applications II | 3 | 2 | 4 |
| CAS | 145 | Spreadsheet Applications II | 3 | 2 | 4 |
| CSC | 109 | Introduction to Computer Programming | 3 | 2 | 4 |
| | | | 14 | 8 | 14 |
| **SUMMER QUARTER** | | | | | |
| ENG | 207 | Technical Communications | 3 | 0 | 3 |
| CAS | 200 | Microcomputer Networks | 2 | 2 | 3 |
| CAS | 220 | Data Communications | 2 | 2 | 3 |
| — | — | Elective (Free) | 3 | 0 | 3 |
| | | | 10 | 4 | 12 |
| | | SECOND YEAR | | | |
| **FALL QUARTER** | | | | | |
| ENG | 204 | Oral Communications | 3 | 0 | 3 |
| *MAT | 110 | Business Mathematics | 5 | 0 | 5 |
| CAS | 170 | Microcomputer Setup/Maintenance | 2 | 2 | 3 |
| CAS | 230 | Desktop Publishing | 3 | 2 | 4 |
| | | | 13 | 4 | 15 |

**WINTER QUARTER**

| | | | | | |
|---|---|---|---|---|---|
| ACC | 120 | Accounting I | 5 | 2 | 6 |
| CSC | 207 | Report Programming | 3 | 2 | 4 |
| CAS | 210 | Computer Market Research | 3 | 2 | 4 |
| CSC | 200 | Introduction to Visual Basic | 3 | 2 | 4 |
| | | | 14 | 8 | 18 |

**SPRING QUARTER**

| | | | | | |
|---|---|---|---|---|---|
| CAS | 240 | Trends in Computer Technology | 3 | 2 | 4 |
| CAS | 250 | Business Application Project | 3 | 2 | 4 |
| CSC | 212 | Introduction to C Programming | 3 | 2 | 4 |
| — | — | Elective (Major) | 3 | 0 | 3 |
| — | — | Elective (Major) | 3 | 0 | 3 |
| | | | 15 | 6 | 18 |

**TOTAL CREDIT HOURS** 114

*Satisfactory placement test scores or successful completion of appropriate developmental courses.

# NURSING ASSISTANT

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services for patients. The nursing assistant performs health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in homes, hospitals, clinics, doctors' offices, nursing homes, and extended care facilities.

Individuals desiring a career as a nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

## Program Entrance Requirements

Individuals must meet the minimum cutoff scores on the reading placement tests. Requirements for NUR 3024 also include: (1) a high school diploma or equivalent, (2) permission of instructor, (3) completion of NUR 3023 and 3025 with at least a "B" (or a Board of Nursing approved course), and (4) a current listing card as a Nursing Assistant I.

Prior to entering the clinical component of the Nursing Assistant program, students must pay fees for malpractice insurance and submit a health examination form completed by a physician, nurse practitioner, or physician assistant. (These forms are available from nursing faculty.) It is also recommended that students receive the Hepatitis B vaccine and that they carry private health insurance.

| | | | Hours | | | |
|---|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Clin.** | **Credit** |
| NUR | 3023 | Nursing Assistant I | 2 | 2 | 6 | 5 |
| NUR | 3024 | Nursing Assistant II | 4 | 4 | 9 | 9 |
| *NUR | 3025 | Home Care | 2 | 2 | 0 | 3 |

(Courses are five and one-half weeks in length.)

*Taken concurrently with NUR 3023

# SPECIAL EDUCATION ASSOCIATE

The Special Education Associate curriculum prepares individuals to work as paraprofessionals in the area of special education. Students take courses in areas such as the exceptional child; behavior modification; physical and mental handicaps; interpersonal relationships; communications; and instructional objectives, techniques and methods.

Individuals will be able to enter employment as technical assistants in a state or private institution for handicapped children or in a state or private educational agency.

## Program Entrance Requirements

To be considered for admission to the Special Education Associate program, applicants not only must meet the admission requirements established by the College, but they also must meet those established by the program. These include submitting to the department chair a health card or statement from a physician stating the condition of health and, if requested, interviewing with the department chair.

### Suggested Sequence of Courses

FIRST YEAR

| | | | Hours | | | |
|---|---|---|---|---|---|---|
| | | | Class | Lab | Work Exp. | Credit |
| **FALL QUARTER** | | | | | | |
| *ENG | 101 | Composition I | 5 | 0 | 0 | 5 |
| EDU | 102 | Care of Infants & Young Children | 3 | 0 | 0 | 3 |
| EDU | 106 | Preschool Education I/Child Care Credential I | 3 | 0 | 0 | 3 |
| EDU | 110 | Language Arts | 3 | 0 | 0 | 3 |
| PSY | 115 | Child Growth and Development I | 3 | 0 | 0 | 3 |
| | | | 17 | 0 | 0 | 17 |
| **WINTER QUARTER** | | | | | | |
| ENG | 102 | Composition II | 3 | 0 | 0 | 3 |
| EDU | 107 | Preschool Education II/Child Care Credential II | 3 | 0 | 0 | 3 |
| EDU | 116 | Introduction to the Exceptional Child | 3 | 0 | 0 | 3 |
| — | — | Elective | 3 | 0 | 0 | 3 |
| PSY | 110 | Introductory Psychology (PSYC 1000) | 4.5 | 0 | 0 | 4.5 |
| PSY | 116 | Child Growth and Development II | 3 | 0 | 0 | 3 |
| | | | 19.5 | 0 | 0 | 19.5 |
| **SPRING QUARTER** | | | | | | |
| EDU | 105 | Safety and First Aid | 3 | 2 | 0 | 4 |
| EDU | 122 | Classroom Management | 4 | 2 | 0 | 5 |
| *MAT | 165 | College Algebra (MATH 1065) | 3.5 | 2 | 0 | 4.5 |
| or | | | | | | |
| *MAT | 101 | Basic Algebra | 5 | 0 | 0 | 5 |
| or | | | | | | |
| *MAT | 110 | Business Mathematics | 5 | 0 | 0 | 5 |
| PSY | 205 | Abnormal Psychology | 3 | 0 | 0 | 3 |
| | | | 13.5 | 6 | 0 | 16.5 |
| | | | | or | | |
| | | | 15 | 4 | 0 | 17 |
| **SUMMER QUARTER** | | | | | | |
| OSC | 102 | Keyboarding | 3 | 2 | 0 | 4 |
| EDU | 120 | Health and Nutrition | 3 | 2 | 0 | 4 |
| EDU | 125 | Audiovisual Aids | 3 | 0 | 0 | 3 |
| EDU | 129 | Physical Education and Adaptive Recreation | 3 | 2 | 0 | 4 |
| | | | 12 | 6 | 0 | 15 |

## SECOND YEAR

**FALL QUARTER**

| | | | | | | |
|---|---|---|---|---|---|---|
| EDU | 126 | Learning Disabilities | 3 | 0 | 0 | 3 |
| EDU | 128 | Teaching the Moderately/Mildly Handicapped | 3 | 0 | 0 | 3 |
| EDU | 201 | Physical Handicaps | 2 | 2 | 0 | 3 |
| EDU | 238 | Activities and Crafts for Exceptional Children | 3 | 2 | 0 | 4 |
| | | | 11 | 4 | 0 | 13 |

**WINTER QUARTER**

| | | | | | | |
|---|---|---|---|---|---|---|
| ENG | 204 | Oral Communications | 3 | 0 | 0 | 3 |
| EDU | 208 | Parent Effectiveness Training | 3 | 0 | 0 | 3 |
| EDU | 225 | Teaching the Severely/Profoundly Handicapped | 2 | 2 | 0 | 3 |
| EDU | 226 | Emotional Disorders | 3 | 0 | 0 | 3 |
| | | | 11 | 2 | 0 | 12 |

**SPRING QUARTER**

| | | | | | | |
|---|---|---|---|---|---|---|
| | | — (First 5 1/2 Week Session) — | | | | |
| EDU | 214 | Program Planning for Exceptional Children | 4 | 2 | 0 | 5 |
| EDU | 213 | Behavior Modification | 3 | 2 | 0 | 4 |
| | | — Second 5 1/2 Week Session — | | | | |
| EDU | 220 | Student Practicum | 2 | 0 | 10 | 3 |
| | | | 9 | 4 | 10 | 12 |

| | |
|---|---|
| **TOTAL CREDIT HOURS** | 105<br>or<br>105.5 |

*Satisfactory placement test scores or completion of appropriate developmental courses.

# WELDING

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

## Suggested Sequence of Courses

FIRST YEAR

| | | | Hours | | | |
|---|---|---|---|---|---|---|
| | | | Class | Lab | Shop | Credit |
| **FALL QUARTER** | | | | | | |
| *ENG | 1102 | Communication Skills | 3 | 0 | 0 | 3 |
| *MAT | 1101 | Fundamentals of Mathematics | 5 | 0 | 0 | 5 |
| BPR | 1104 | Basic Blueprint Reading | 0 | 2 | 0 | 1 |
| **WLD | 1141 | Beginning Welding | 3 | 0 | 15 | 8 |
| | | | 11 | 2 | 15 | 17 |
| **WINTER QUARTER** | | | | | | |
| BPR | 1117 | Blueprints - Welding | 2 | 2 | 0 | 3 |
| MAT | 1101r | Fundamentals of Mathematics—Applications | 3 | 0 | 0 | 3 |
| MEC | 1115 | Treatment of Ferrous Metals | 3 | 2 | 0 | 4 |
| PSY | 1101 | Human Relations | 3 | 0 | 0 | 3 |
| **WLD | 1142 | Intermediate Welding | 3 | 0 | 12 | 7 |
| | | | 14 | 4 | 12 | 20 |
| **SPRING QUARTER** | | | | | | |
| WLD | 1122 | Commercial & Industrial Practices | 5 | 0 | 6 | 7 |
| WLD | 1123 | Advanced Inert Gas Welding (MIG) | 3 | 0 | 12 | 7 |
| WLD | 1125 | Certification Practices I | 1 | 2 | 0 | 2 |
| | | | 9 | 2 | 18 | 16 |
| **SUMMER QUARTER** | | | | | | |
| BPR | 1118 | Pipe Pattern Development | 4 | 2 | 0 | 5 |
| WLD | 1124 | Pipe Welding | 3 | 0 | 12 | 7 |
| WLD | 1126 | Certification Practices II | 1 | 2 | 0 | 2 |
| WLD | 1127 | Advanced Inert Gas Welding (TIG) | 3 | 0 | 3 | 4 |
| | | | 11 | 4 | 15 | 18 |
| | | **TOTAL CREDIT HOURS** | | | | 71 |

*Satisfactory placement test scores or completion of appropriate developmental courses.

**These courses may be subdivided:
WLD 1141 into WLD 1141a (2 class, 9 shop, 5 credit) and WLD 1141b (1 class, 6 shop, 3 credit).
WLD 1142 into WLD 1142a (2 class, 6 shop, 4 credit) and WLD 1142b (1 class, 6 shop, 3 credit).

A certificate in Welding may be requested upon successful completion of the following courses: WLD 1141, WLD 1142, BPR 1104, BPR 1117.

# DEVELOPMENTAL EDUCATION

To help ensure success in college-level courses, the Developmental Education Department offers English, math, and reading courses for students who need to improve their basic skills as indicated through the College's admission/testing process. The specific courses that must be taken are determined by the test score results.

Developmental courses are not considered as part of any program's total hours required for graduation. They are, however, included in a student's cumulative grade point average (GPA); therefore, students must maintain a certain GPA in order to remain in good standing.

The length of time that a student remains in the department depends upon the number of developmental courses that must be taken and the progress made by the student. As developmental requirements are completed, students take curricular courses.

**Developmental Education Courses**

| | | | Hours | | |
|---|---|---|---|---|---|
| | | | **Class** | **Lab** | **Credit** |
| **English** | | | | | |
| *ENG | 091 | Grammar Fundamentals I | 5 | 0 | 5 |
| ENG | 092 | Grammar Fundamentals II | 5 | 0 | 5 |
| ENG | 100 | Prewriting Skills | 5 | 0 | 5 |
| **Math** | | | | | |
| MAT | 091 | Basic Math I | 5 | 0 | 5 |
| MAT | 092 | Basic Math II | 5 | 0 | 5 |
| MAT | 093 | Basic Math III | 5 | 0 | 5 |
| MAT | 100 | Prealgebra | 5 | 0 | 5 |
| **Reading** | | | | | |
| RED | 092 | Reading Improvement II | 5 | 0 | 5 |
| RED | 093 | Reading Improvement III | 5 | 0 | 5 |
| RED | 094 | Textbook Reading | 5 | 0 | 5 |
| RED | 099 | Critical Reading Skills | 5 | 0 | 5 |
| RED | 100 | Skills Improvement in Technical Reading | 5 | 0 | 5 |

*Students who test into ENG 091 also must take PSY 100.

# TELECOURSES
## (At-Home Studies)

In addition to the on-campus curricular courses, the College offers various telecourses that provide individuals with an opportunity to earn college credits at home. These independent-study courses are broadcast by the UNC Center for Public Television (PBS) and include studies in business, health, communications, social sciences, and other fields. Some of the courses offered may be accepted for transfer credit by four-year colleges and universities.

Although telecourse students register and pay tuition and fees as traditional students, they do not have to come on campus as often. They do, however, have to be on campus for telecourse orientation and to attend sessions called by the on-campus contact instructor. Tests also must be taken on campus.

Telecourses, when offered, are listed in the quarterly schedule of courses.

Operating under an open-door admissions policy, RCCC is open to all individuals, 18 or older, who wish to continue their education.

Admission to the College, however, does not ensure admission into the applicant's choice of program. Admission into a specific program of study is granted after applicants have satisfactorily met the specific requirements for that program. Prospective students with academic deficiencies will be given an opportunity to remove deficiencies by taking preparatory work offered through the Developmental Education Department.

## How to Apply

Admission applications are maintained in the Student Development Services Department. To apply for entry into curricular programs, applicants must:

1. Submit a completed application to the RCCC Admissions Office.
2. Test for proper placement in courses. Appointments for testing must be scheduled with the Assessment Coordinator.
3. (a) Have an official high school transcript sent to the Admissions Office. A supplementary transcript of the final semester's work should be submitted by the school after high school graduation. Applicants with a high school equivalency certificate must submit a copy of their test scores in lieu of a transcript.
    (b) Have official transcripts of all work completed at other post-secondary educational institutions sent to the Admissions Office.
4. Meet with a Student Development Services Counselor to discuss test results, course selections, etc. It is also recommended that applicants schedule a pre-admissions conference to discuss career planning, goals, etc.

Admission to the College and into a specific program of study is granted only after all admission requirements have been met, including those that may be set by the program.

### When to Apply

New students should begin the admissions process as early as possible (at least one month before registration). Early application allows a student adequate time to meet with a counselor to plan his/her program of study, have questions answered, and take any required admissions tests.

### Special Students

Students who register for one or more credit courses without designating a specific curriculum are classified as special credit students and may be exempt from certain admission requirements. However, students who attempt or complete 21 cumulative hours of courses in a given curriculum must declare a major and meet all College and program admission requirements. If no such statement of intent is made, the student will receive only audit credit for additional courses beyond the 21 initial hours attempted or completed.

### Transfer Students

Transfer students may enter RCCC upon meeting general admission requirements of the College, including submission of official transcripts of all previous college work. Credits will be allowed where applicable.

Transfer students must complete a minimum of 24 quarter hours of resident credit at RCCC to be eligible to receive a degree or diploma.

### Transfer Credits

Educational work done in other accredited institutions in which a grade of "C" or better was earned and a comparable course is offered at RCCC may be accepted as transferable if appropriate to the student's program of study.

Records of prior work will be evaluated and final acceptance or rejection of the transfer of credit lies with the College.

### Foreign Students

RCCC admits non-immigrant students with proper authorization through the immigration and naturalization services. In addition to general admissions requirements, foreign students who wish to enroll must (1) demonstrate a satisfactory achievement on the Test of English as a Foreign Language with a score of at least 500; (2) submit official transcripts of high school and college records with certified English translations; (3) submit a statement from a bank or appropriate official certifying that the applicant has sufficient funds to cover all expenses incurred while attending RCCC. For tuition purposes, a foreign student is classified as an out-of-state student and will be charged out-of-state tuition.

## High School Students

### Dual/Concurrent Enrollment

High school students may be permitted to enroll in college courses under the following conditions:

1. The student must be a high school junior or senior at least 16 years of age.
2. The student must be recommended by the chief administrator of a secondary school.
3. The administrator must certify that the student is taking at least three high school courses and is making appropriate progress toward graduation. For summer courses, the administrator must certify that the student took at least three courses during the preceding year and made appropriate progress toward graduation.
4. The student must complete and submit the College's application for admissions, as well as meet other general admission requirements.

### Huskins Bill Programs

The purpose of Huskins Bill cooperative programs is to provide enrichment opportunities for high school students through college-level academic, technical, and advanced vocational programs not otherwise available to them. Local administrative boards and local school boards may establish cooperative programs in which college courses may be offered to qualified students with college credit awarded upon successful completion of courses.

## Auditing

Individuals who wish to audit courses must follow regular registration procedures and pay the required tuition fee, as well as abide by all College regulations. Although no credit is given for audited courses, students are expected to attend classes regularly and participate in class activities. A student who audits a course cannot change to credit nor can a student who enrolls in a course for credit change to audit after the deadline for dropping a course. A student who audits a course may repeat the course for credit.

## Credit by Exam

Students who wish to attempt to receive credit for a course by taking a proficiency exam must receive permission from the appropriate department chairperson. If permission is granted, the student registers for the course and arranges for the exam with the department chairperson.

The exam must be taken during the quarter prior to the end of the first five class days, and only one attempt to successfully complete the exam is allowed. A score of 85 or higher must be made on the exam to be exempt from taking the course. Upon successful completion of the examination, a CE (Credit by Proficiency Examination) grade will be awarded. This grade has no effect on quality points or grade-point average.

Regular registration procedures and tuition rates apply for all courses attempted by proficiency examination.

**Readmission**

All students who fail to register for two consecutive quarters must submit a completed RCCC application to the Admissions Office.

Students who have withdrawn in good academic standing will be referred by a counselor to their advisor for assistance with registration. If the application for readmission is for a different curriculum, students must complete a Student Status Change form.

Students who have withdrawn as a result of unsatisfactory academic progress or disciplinary reasons must reapply through the Admissions Office. Readmission decisions then will be made by the Dean of Student Development Services and the counseling staff.

Students seeking readmission to the Associate Degree Nursing program must submit their application at least two quarters in advance of the re-entry date and meet the specific program readmission guidelines set by the ADN Department.

**Classification**

Students enrolled in 12 or more credit hours in a given quarter are classified as full-time; less than 12 hours, part-time.

Students who complete, with a passing grade, 45 or more credit hours are classified as sophomores; less than 45, freshmen.

Students who register for one or more credit courses without designating a specific curriculum are classified as special students. (A major must be declared upon accumulation of 21 credit hours.)

**Registration/ Pre-Registration**

As a member of the North Carolina Community College System, the College operates on a four-quarter (fall, winter, spring, summer) academic year, with the majority of curricular classes running 11 weeks. Conversion to the semester system is, however, scheduled to begin with the start of the 1997 academic year.

The official registration period totals three days, including the first day of registration and the first two days of classes.

A two-day pre-registration also is held two weeks prior to the end of each quarter for currently enrolled students. New students are not allowed to register during pre-registration.

A schedule of day and evening classes is prepared by the Dean of Instruction's Office prior to each pre-registration period and may be picked up from Student Development Services.

Pre-Registration/Registration Steps

1. Meet with advisor to complete registration form. If veteran benefits are received, meet with Veterans Affairs Officer **before seeing advisor.**
2. Have registration form approved by advisor and by the Dean of Student Development Services.
3. Present registration form to Registrar.
4. If financial aid is received, obtain necessary forms from Financial Aid Office personnel.
5. Pay tuition and fees in Business Office and obtain validated registration form.
6. Have ID card made or validated. Card is valid for one academic year and also serves as library card. Initial card is free; a replacement card is $5.
7. If veteran, present validated registration form to Veterans Affairs Officer.
8. Present validated registration form to instructors on first day of class.

## Orientation

The College offers a continuous orientation program to (1) assist students with articulation to RCCC, (2) acquaint them with the facilities, services, activities, policies, and organizations of RCCC, (3) encourage and assist them to take advantage of the opportunities offered by the College, and (4) offer instruction in areas of study skills, time management, and test-taking techniques.

All first-time entering students taking 12 or more quarter hours are required to enroll and complete Orientation 101 (ORI 101) the first quarter they register. Part-time students must take the course after completing 21 quarter hours of credit.

Students transferring to RCCC also must enroll in ORI 101 unless they have (1) taken and passed a comparable course at another institution or (2) completed 21 or more quarter hours (12 semester hours) with at least a 2.0 GPA.

The one credit hour of Orientation is not counted toward the number of credits completed for graduation. This requirement may be waived by the Dean of Student Development Services only under extreme circumstances.

**Tuition & Residency**

Tuition rates are set by the North Carolina General Assembly and are subject to change. Effective Fall Quarter 1992, tuition for in-state students was set at $13.25 per credit hour, not to exceed $185.50 per quarter. Out-of-state students pay $107.50 per credit hour, up to $1,505.50 per quarter. Tuition is waived for senior citizens (age 65 or older) and inmates.

To qualify for in-state tuition, a legal resident must have maintained domicile (residence) in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. Additional regulations concerning residence classification of students for tuition purposes may be obtained from the Student Development Services Department.

**Refunds**

The state guidelines regarding tuition refunds for students who pre-register or register for curricular courses are as follows:

**Pre-registered students:**

1. Students are eligible for a 100 percent refund if they officially withdraw from the College prior to the first day of the academic quarter.
2. Students are eligible for a 100 percent refund if they officially withdraw from curricular classes prior to the day classes begin.
3. Students who are pre-registered for curricular classes that begin at times other than at the beginning of the quarter (i.e. a second 5 1/2-week course) are eligible for a 100 percent refund if they officially withdraw prior to the first day of classes.

**Registered students:**

1. Students are eligible for a 75 percent refund if they officially withdraw from classes prior to or on the official 20 percent point of class or on the 20 percent point of the quarter. Requests for refunds will not be considered after the 20 percent point.
2. Students who are registered for classes that begin at times other than at the beginning of the quarter (i.e. a second 5 1/2-week course) are eligible for a 75 percent refund if they officially withdraw prior to or on the official 20 percent point of class or on the 20 percent point of the quarter.
3. Students registered for certain diploma classes that begin at times other than at the beginning of the quarter (i.e. a second 5 1/2-week course) are eligible for a 75 percent refund if they officially withdraw within ten calendar days of the first day of classes.

4. In the event of death before or on the last day of examinations, all tuition and fees paid for the quarter may be refunded to the estate of the deceased.

Pre-registered and registered students are eligible for a 100 percent refund of tuition if classes are cancelled by the College.

Refunds are not automatic—they must be requested directly to the Student Development Services Department. This Department also provides a Tuition Refund form that must be completed before any refund will be considered.

## Student Activity Fee

Student activity fees must be paid each quarter by day and evening students, unless they are 65 or older or housed in a correctional institution. Fees are $7 if registered for six or more credit hours, and $3.50 if registered for less than six credits. The collected fees are used by the Student Government Association to help support dances, athletic events, contests, and other activities.

Students in ABE/GED classes who wish to participate in on-campus student activities must pay a yearly fee of $7.

## Fee Exemptions

Tuition and student activity fees are waived for North Carolina residents (65 years of age or older) and prison inmates.

## Books & Supplies

The actual cost of books and supplies depends upon the program in which enrolled. However, full-time students can expect to pay $100 or more per quarter.

## Student Insurance

All students enrolled in curricular classes or continuing education vocational classes are required to purchase accident insurance. The fee of $1.20 per quarter is due at the time of registration. Coverage is provided while on campus, while traveling to and from campus, and during approved off-campus activities.

Students in certain allied health programs also must purchase malpractice insurance, which costs about $20 per year.

**Graduation Fee**

A $27 fee is charged to all graduating students to cover the cost of cap, gown, and award. For students earning more than one degree, diploma, or certificate, an additional $5 is required for each award. A $3 fee also is charged for each award mailed. Prior to graduation, the Registrar will contact curricular students regarding deadlines for getting in their graduation application, paying fees, and other pertinent information.

**Transcripts**

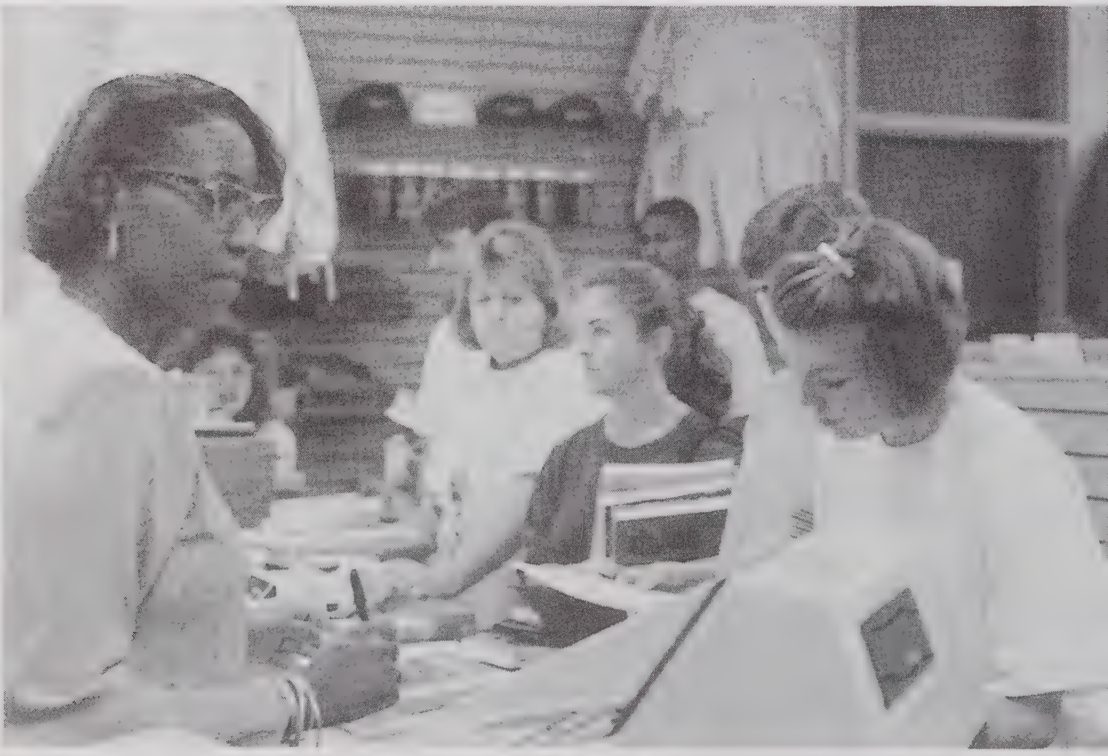
A transcript of courses taken at RCCC will be issued to the appropriate institution, agency or individual upon written request by the student. One transcript will be prepared without charge; however, additional transcripts will cost $1 per copy.

In the event a student has an outstanding debt to RCCC, no transcript will be released until the student clears his/her account with the Business Office.

All transcripts require a seven to ten day processing period.

**Indebtedness**

Students having an outstanding debt to RCCC must have all debts cleared in order to register, receive grades, graduate, receive a diploma or certificate, or participate in student activities. The Dean of Student Development Services may, however, grant a waiver for a student in extraordinary circumstances.



Financial aid assistance is available to qualifying students in the form of scholarships, loans, grants and work-study, each of which has established guidelines and criteria.

All students may apply for financial aid assistance, with requests for aid being submitted well in advance of the intended date of enrollment.

Inquiries regarding financial aid are to be directed to the Financial Aid Office located in Student Development Services.

## Grants

**Federal Pell Grants** are awarded by the US Department of Education using a standard formula.

**Federal Supplemental Education Opportunity Grants (FSEOG)** are designed for students exhibiting exceptional financial need. Grants are awarded to a limited number of students, with priority given to Federal Pell Grant recipients.

**North Carolina Student Incentive Grants** are available to legal residents of North Carolina who are accepted for full-time enrollment or who are already enrolled full time and maintaining satisfactory progress.

## Scholarships

A number of scholarships are made available through the state, the RCCC Foundation, Inc., various individuals, businesses, civic and service organizations. Scholarship guidelines and eligibility requirements can be obtained from the Financial Aid Office.

## Loans

**Federal Family Education Loans** are low-interest loans made by banks, credit unions, savings and loan associations, and other commercial lenders. College Foundation, Inc. is the central lender in North Carolina.

**NC Student Loans for Health, Science, and Mathematics** are appropriated by the North Carolina General Assembly for students seeking careers in health, science and mathematics disciplines.

**Nurse Education Scholarship Program (NESLP)** provides financial assistance to Associate Degree Nursing students. The program was established by the North Carolina General Assembly in 1989 to address the state's shortage of nurse practitioners. The NESLP works in conjunction with existing financial aid resources to ensure enrollment and retention, with awards based on financial need.

**Student Emergency Fund** provides short-term, interest-free loans to students who are in good standing with the College and who are facing an immediate financial need. Loans are made to cover books, activity fees, insurance, and transportation to and from school. In extreme emergencies, additional expenses may be approved by the Financial Aid Officer and the Dean of Student Development Services. No loan shall exceed $100.

**Roanoke-Chowan Community College Foundation, Inc. Loan Fund** provides short-term, interest-free loans for tuition and/or books. Students must be in financial need and be in good standing with the College.

### Work-Study

**Federal College Work-Study** program allows students to work part-time at the College in order to meet educational expenses. Financial need is used to determine eligibility for the program, as well as the number of working hours.

### Other

**Job Training Partnership Act (JTPA)** is a federally funded program that helps cover the costs of tuition, books, and supplies for students enrolled in certain programs and who, according to JTPA federal guidelines, are economically disadvantaged. Detailed information can be obtained from JTPA staff members.

**Vocational Rehabilitation** is a state funded program established to assist disabled persons obtain training necessary for gainful employment. Assistance is provided to cover tuition, fees, and books.

**Telamon** is an organization that provides financial assistance for migrant and seasonal farm workers.

### Repaying Loans

Loans provided directly by the College, such as Emergency Fund, must be repaid within 90 days.

Students failing to make repayment in a timely manner will receive written notice from the College. Unpaid student accounts will be referred to the NC Attorney General's office or Department of Revenue for collection.

### Debts

Any student having an outstanding debt to RCCC, including charges, fees, fines, defaulted loan payments or student aid overpayments, will not be allowed to register, receive grades, graduate, receive a diploma or certificate, participate in student activities, or receive or have an academic transcript forwarded until all debts have been cleared.

Also, students in default of institutional loans or repayments cannot be awarded financial aid until satisfactory repayment arrangements have been made.

Students in default of federal student loans or repayment of grants at any college cannot be awarded federal financial aid until repaid.

In extraordinary circumstances, the Dean of Student Development Services may grant a waiver for a student.

### Financial Aid Standards

In addition to maintaining satisfactory progress according to the College's academic standards, students must meet certain financial aid standards every quarter, even if aid is not received each quarter. Financial standards include the following:

1. Complete educational program within required time frame, which is 150 percent of the published length of the program.
2. No Title IV aid will be awarded for AU (audit) grades.
3. Students changing programs of study will be evaluated according to those courses which give credit in the new program. These must meet minimum grade point average.

4. Curricular courses taken but not required for graduation from the program in which a student is enrolled do not qualify for financial aid. They are, however, counted as part of the required time frame.
5. Transfer credits from other post-secondary institutions will not be used to determine satisfactory progress, but will be used to calculate the time frame for program completion.
6. Students who fail to demonstrate satisfactory academic progress will forfeit all financial aid awarded and disbursements will be terminated.
7. Students in default of any federal, state, or institutional student loan or in arrears of any grant cannot be awarded federal financial aid until repayment is made.
8. No more than one year of developmental studies may be taken into account when determining a student's eligibility for federal financial aid.

### Continuation of Financial Aid

To continue receiving financial aid, students must attend classes, maintain a certain cumulative GPA, and meet the time frame requirement to complete their educational program. For students receiving federal financial aid, the maximum time frame cannot exceed 150 percent of the published length of the educational program.

### SOC

The College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As a SOC member, RCCC recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences.

### Veterans Assistance

College programs are approved by the North Carolina State Approval Agency for educating and training veterans, dependents of deceased or disabled veterans, and members of the Selected Reserve under Title 38 of the United State Code. Information and assistance regarding these benefits may be obtained from the Veterans Affairs Office on campus or from the Department of Veteran's Affairs in Winston-Salem. G.I. Bill monthly rates are based on the recipient's period of service, curriculum, and training load. A list of current rates for each program is maintained by the College's Veterans Affairs Office.

### Appeal of Financial Aid Termination

When a student of the College is given notice of termination of financial aid, the student is entitled to procedural due process. Any student who wishes to appeal this decision must abide by the following process.

1. Students may appeal their termination of financial aid only for extraordinary circumstances (death in immediate family or student illness or injury). This appeal must be made to the Financial Aid Committee, which is appointed each year by the President of the College.
2. Within five working days following the termination of financial aid, the student must present in writing to the chairperson of the Financial Aid Committee his/her reasons for an appeal along with documentation or proof of circumstances.
3. Upon receipt of the appeal, the committee will review the facts of the case based on the evidence presented and will send a written recommendation to the Dean of Student Development Services.
4. Within two working days of receipt of the recommendation, the Dean will decide to uphold or reverse the committee's recommendation.
5. If the student wishes to appeal the Dean's decision, he/she may appeal to the President of the College. The President's decision is the final administrative authority in the resolution of the appeal.

### Reinstatement of Aid

"Unsatisfactory Progress" occurs when financial aid recipients fail to meet all of the measurable satisfactory academic progress definitions. When financial aid has been terminated, it may be reinstated by one of the following measures: (a) by enrolling at RCCC without financial aid benefits (paying your educational cost yourself) and meeting the requirements of satisfactory progress requirement, aid will be reinstated the subsequent academic quarter; (b) by the appeal process.

Retroactive payments of financial aid are prohibited for unsatisfactory progress quarters.

# SERVICES & REGULATIONS

## Student Development Services

Every aspect of student life at RCCC is a concern of the Student Development Services Department. From pre-admission through graduation, staff members provide services to help students achieve academic, personal and social growth. These services include admissions, counseling, academic advising, interpretation of placement test scores, registration, financial aid and veterans assistance, referral, records, student activities, orientation, and more. The Department also is open at night to serve evening students.

### Counseling & Advising

Guidance and counseling are an integral part of the overall educational program at the College.

Trained counselors are available to assist students with academic, occupational and personal problems. Counseling is available to every student from pre-admission through graduation.

To assist students in their academic programs, the College has established an advisor plan where every student is assigned a faculty advisor by the Student Development Services Department. The advisor helps plan the student's academic program, keeps a record of his progress, and is available for additional counseling. Advisors, as well as counselors, make every effort to provide guidance to students. However, the final responsibility for meeting all academic requirements rests with the student.

### Testing

Individuals wishing to enter a specific curricular program are required to take the College's placement test to determine if they possess the academic readiness to be successful in entry-level college courses. The test covers reading, writing, and math and is taken after an admissions application is on file in the Student Development Services Department. Although the test or parts of the test may be waived for some applicants, any testing exemptions must be approved by a Counselor in Student Development Services.

In the event minimum cutoff scores are not met on the placement test, a diagnostic test will have to be taken. This test gives a more detailed assessment of an individual's reading, English, and math skills. Results of the test determine if students are to be placed in entry-level college courses and/or developmental courses. Only the reading portion of the diagnostic test is required for Nursing Assistant applicants.

Arrangements to test must be made with the Assessment Coordinator; however, no test may be taken until an application for College admission is on file in Student Development Services. Special testing accommodations for the disabled may be arranged upon request and prior to testing.

### Child Care Assistance

Through funds that may be appropriated by the North Carolina General Assembly, single parents may be eligible to receive assistance with child care costs. Assistance is provided on a first-come, first-serve basis, with the actual amount received based on income and number of dependent children.

### SGA

The Student Government Association (SGA) is designed to promote the general welfare of the College in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. This student council provides a means through which students can promote interest in student activities, such as dances, cookouts, and field days both on and off campus.

SGA officers are elected annually by the student body. Elections for president, secretary, and treasurer are held during spring quarter; vice president, parliamentarian, and sergeant-at-arms are elected during fall quarter. The SGA president also serves as a nonvoting member of the College Board of Trustees. The Student Activities Coordinator serves as SGA advisor.

### Student Activities

In conjunction with the College's Campus Activity Committee, a student activities program is developed and sponsored annually by the SGA and the Student Activities Coordinator. Such activities may include intramurals, club membership, educational, cultural and social events. Any other type of curriculum department social functions must be appropriately approved.

Students are expected to conduct themselves with honor and exhibit high standards of responsible citizenship during all College functions whether on or off campus.

### Student Publications

Student publications will be established according to the needs and interests of the student body. The SGA will be responsible for determining whether or not there is sufficient interest, if adequate funds are available for all publication costs, how often the publication will be printed, the type of publication desired, and the selection of an advisor. This information will then be presented to the Dean of Student Development Services for review and presentation to the President. The President will make the final decision for approval or disapproval of publications.

### ID/Library Card

All curricular students are required to have an ID card. Valid for one academic year, the card is issued when a student first registers and then validated following quarters. The cost of the initial card is covered in the student activity fee; a replacement card will cost $5.

The ID card also serves as a student's library card and must be presented when checking out materials from the Learning Resources Center.

In addition, the card must be presented when picking up financial aid checks, for admission to certain College-sponsored events, or when requested for other purposes.

Students enrolled in noncredit classes, such as ABE and GED, also must have an ID card in order to participate in on-campus activities. The card costs $1 and is valid for one year from the date of payment.

### Student Health Services

Other than for minor first aid, RCCC has no facilities or personnel for medical treatment. A first aid kit is maintained in the Student Development Services Department. All injuries and accidents should be reported to this Department and to the Business Office in the event professional medical services are required. Emergency medical services are available at the Roanoke-Chowan Hospital Emergency Room if needed.

Should an outbreak of a contagious disease occur, students may be required to provide proof that they have current immunization as recommended by the local health department.

### Americans With Disabilities Act

The College fully supports the Americans With Disabilities Act and is committed to providing a barrier-free learning environment in order for disabled students to achieve and maintain their maximum learning potential.

Students with a special need should contact Student Development Services, as well as talk to instructors regarding classroom modification or other accessibilities. Designated parking spaces for the disabled are located conveniently near each building.

### Student Housing

The College does not provide student housing. Students who wish to live away from home must make their own housing arrangements. Assistance in locating living arrangements in the community may be provided by the Student Development Services Department. However, the College assumes no responsibility in any financial arrangement between the student and the landlord.

## Job Training Partnership Act

Through the Job Training Partnership Act, several types of assistance may be provided to qualifying individuals. Training sessions on resumé writing and interviewing, help with career selection and job placement, and counseling are a few of the services offered.

For more information, see JTPA program descriptions in the Continuing Education section of this catalog, or contact the JTPA staff.

## Parking

The Roanoke-Chowan Community College procedure for traffic control and parking is to enhance an orderly flow of on-campus vehicle traffic and parking in the interest of safety.

The College reserves the right to withdraw motor vehicle privileges at any time from any person who does not comply with these rules and regulations.

Every vehicle driven on campus on a regular basis must be registered in the Business Office.

When a parking permit is issued to an individual, that person will be responsible and accountable for that particular permit. The individual to whom the parking permit is issued shall be responsible for all parking violations of the vehicle registered, regardless of who is operating the vehicle. Parking permits are not transferable. If a permit is lost or stolen, individuals should notify the Business Office.

Parking permits should be displayed as soon as they are obtained. They should be displayed on the bottom left corner of rear glass of automobiles and in the most prominent place on motorcycles and motor scooters and must be clearly visible from the rear. Parking permits will not be honored unless they are displayed correctly. The identification number must be legible at all times.

Parking will be on a first-come, first-serve basis unless otherwise posted. Parking areas for students, staff, faculty, visitors, and special reserved areas are indicated by signs.

The following are designated as **No Parking Areas,** and violators may be ticketed.

1. On a sidewalk
2. On a pedestrian crosswalk
3. In or in front of a public driveway
4. Upon lawns or in grassed areas
5. Where prohibited by official signs
6. Streets or driving lanes where parking spaces are not marked
7. On or over lines which mark parking spaces or lanes
8. In reserved areas not designated as an authorized parking space for the person driving the automobile
9. In handicapped areas without an official permit for handicapped only
10. In any area not specifically marked as a space for parking.

The following are designated as **Restricted Parking Areas,** and unauthorized vehicles parked in any of these areas may be ticketed.

1. Handicapped Parking—A limited number of spaces have been reserved for handicapped visitors, students, and employees and are appropriately marked. Other handicapped spaces will be reserved as needed. Authorization for parking in these areas may be given for the following:
   - (a) by having an official state-issued Handicapped license plate
   - (b) by having a statement signed by a physician stating type and duration of handicap.

   All persons qualifying for a reserved handicapped parking space must be registered as such in the Business Office, and the vehicle in which they are being transported must display either a state-issued license plate or an RCCC handicap pass issued by the Business Office.
2. Institutional Vehicle Parking—Parking spaces will be reserved and marked by signs for RCCC vehicles. Other vehicles are not to park in these spaces at any time.

Any vehicle left unattended on campus for seven (7) consecutive days will be considered as abandoned and may be towed away at the owner's expense without warning.

A speed limit of 10 miles per hour will be observed for all vehicles while on campus.

Security officers will issue traffic tickets for violations of these regulations.

Fines will be as follows:

A. For failure to register vehicle: $3 per violation.
B. For improper parking: $3 per violation.

All traffic tickets are due and payable within five (5) days after the date of issuance, excluding weekends or College holidays. Fines for first offenders will be waived. Fines may be paid at the Business Office. The original copy of the violation must be presented to the Business Office at the time the violation is paid. If the ticket copy is lost, the ticket can only be paid if the person presents his vehicle license number and parking permit number to the Business Office.

Any student who fails to pay his financial obligation to the College relating to traffic violations will not be allowed to register in school or secure a transcript of records until the obligation has been cleared. Willful disregard of traffic regulations or of unpaid fines may subject a student to disciplinary action.

Any person feeling that his vehicle has been unjustly ticketed may appeal. Appeals must be received within five days, excluding weekends or College holidays, after issuance of the ticket or the right to appeal is forfeited.

All appeals must be in writing.

**Student Appeals** are made to the Dean of Student Development Services. The Dean will make a determination if the penalty for the ticket is to be enforced, reduced, or eliminated, and will notify the student of the decision in writing within five days. Students need not appeal in person to the Dean. Payment of fines must be received within five days of the date of the ticket, excluding weekends or College holidays. If the ticket penalty is reduced or eliminated, refunds will be made upon presentation of the Dean of Student Development Services' written decision to the Business Office.

Students may, within five days after an appeal is denied by the Dean of Student Development Services, make a second appeal to the Dean requesting the appeal be presented to an appeal committee. This committee will consist of a staff member, a faculty member, and one student. The Dean of Student Development Services will appoint this committee. The second appeal also must be made in writing with the notation, "Second Appeal for the Appeal Committee." The decision of the appeal committee will be final, and the student will be notified of the decision in writing within ten days of the date of appeal. Payment of any fine must be received within five days of the date of the ticket, excluding weekends and College holidays. If the ticket penalty is reduced or eliminated, refunds will be made upon presentation of the appeal committee's written decision to the Business Office.

## Food Services

A short-order food service is available in the student lounge. In addition to hamburgers, hot dogs, french fries, and various sandwiches, breakfast foods and daily specials are available. Drink and snack vending machines also are available. Normal operating hours for food services are 8 a.m. - 2:30 p.m. and 6 p.m. - 8 p.m.

## Smoking & Snacks

Smoking is prohibited at all times in all classrooms, shops, and hallways, as well as the eating section of the student lounge in the Jernigan Building. Ashtrays are located conveniently outside each campus building.

To help maintain overall campus cleanliness, food and drink should be kept within the student lounge or taken to the outside patio.

## Telephone

The College's telephone system is for business purposes. Students needing to make calls are to use the pay phones located in the student lounge of the Jernigan Education Center and in the lounge of the Freeland Center.

Students cannot receive telephone calls or general messages except in emergencies; therefore, relatives, friends, and associates should be asked not to contact students at the College. In the event of an emergency, every effort will be made to relay information to students. Persons calling in an emergency will be asked to state the nature of the emergency, their name, and return telephone number.

## Bookstore

Located in Room 111 of the Jernigan Center, the bookstore carries textbooks, student supplies and materials, and other various items. Operating hours are posted on the bookstore entrance.

## Shops & Facilities

Students who are properly registered in on-going curricular or extension vocational classes are permitted to use shops, labs, and equipment in these particular classes.

The following rules apply to the use of school shops and facilities.

1. All shops and other school facilities must be closed by five o'clock each day. They should be open at night only for regular night classes. Anyone wishing to use any shop or other facility after five o'clock may do so only with special permission of the department chairperson and the Business Manager.
2. No work of a commercial nature may be done in any shop. Work on vehicles and other equipment for students and direct employees of the institution may be done only if this is part of the class work or project. Using state time or tools to work on personal equipment during the regular school day is strictly forbidden.
3. No charges may be made for anything other than specified for parts and the regular service charges previously established.
4. Any student or employee found abusing these regulations will be subject to immediate suspension or dismissal.
5. Individuals or organizations desiring to use College facilities need to contact the Business Manager or Dean of Instruction. Fees may be required in some instances.

**Fire & Tornado Drills**

During fire drills and actual fire emergencies, fire alarms will be signaled by a constant ringing of the fire bell system.

Procedures to be followed are:

1. close classroom windows and doors
2. evacuate the building using the nearest fire exit from any room
3. evacuate in a quiet, orderly fashion—single file—no running or pushing
4. move and remain at least 200 feet from the building.

A tornado warning will be announced over the PA system. When this occurs:

1. open as many windows in the exterior wall as practical.
2. relocate to areas offering the greatest tornado resistance (interior classrooms, halls, vaults).
3. sit on the floor with backs to corridor walls or glass areas. Coats and jackets should be used to cover head, arms, legs, as to reduce injuries from flying glass and other debris.

### Patron Services & Projects

In certain curricula, such as Cosmetology, patrons or clients may receive student services at a minimal cost. Also, as part of student training, live projects and services may be provided.

### Closing

When classes must be canceled due to severe weather conditions, critical power failure, etc., official announcements will be made over various radio and television stations. Other public and private school closings in Hertford and surrounding counties do not mean that RCCC will be closed.

### Visitors

All visitors should report to the receptionist in the lobby of the Jernigan Education Center for assistance and guidance. Individuals seeking to do any kind of sales or solicitation will be directed to the Business Manager, and those involved with political campaigning will be directed to the President. Visitors needing to see or inquire about students will be directed to Student Development Services Department. Classes will not be interrupted.

Any visitor causing a disturbance will be reported to the Dean of Student Development Services and asked to leave immediately. Should the Dean not be available, the incident will be reported to the President or the next administrator in charge (i.e. Dean of Instruction, Dean of Institutional Advancement, Dean of Continuing Education, Business Manager). Incidents occurring during evening hours will be reported to the Evening Director.

### Children

Because of safety and other factors, children should not be brought on campus unless they are enrolled in the College's day care center or invited by the College to participate in a special function.

Any child brought on campus is the responsibility of the accompanying adult and should be seated in the student lounge and not left unattended. The College assumes no liability for injuries incurred by children while on College property.

### On-Campus Solicitation

Requests for any type of on-campus solicitation must be made in writing to the Business Office. Requests should be submitted at least one week in advance.

## Conduct & Discipline

Any student who impairs, impedes, or disrupts the legal missions, processes, or functions of the College may be subject to suspension or expulsion from the College and in some cases, referred to civil authorities.

1. Under no condition will alcoholic beverages or narcotics be allowed on College property, nor will any student under the influence of alcoholic beverages or narcotics be allowed on campus. Any violation may result in expulsion or suspension on the first offense.
2. Any student proved to have cheated will be subject to appropriate disciplinary action.
3. Students who engage in such acts as stealing, gambling, profane language, personal combat, or possession of firearms and dangerous weapons will be subject to appropriate disciplinary action.
4. Students who lose, damage, or degrade school property will be charged for the full extent of damage or loss and will be subject to appropriate disciplinary action.
5. Students who engage in disruptive activities, such as unlawful protests, demonstrations or other group activities, will be subject to appropriate disciplinary action.

## Drugs & Alcohol

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited on College premises or as a part of any College sponsored activities. Students violating this rule will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. They also may be required to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued enrollment at the College.

Students convicted for violation of any federal, state, or local crime drug statute must inform the College within five days after the conviction. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any state or federal court. Students convicted of violating any alcoholic beverage control statute also must inform the College within five days.

The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V. Chapter 90 of the North Carolina General Statutes. These drugs generally have a high potential for abuse and include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.

The term "alcoholic beverage" includes beer, wine, whiskey, and any other beverage listed in Chapter 188 of the General Statutes of North Carolina.

**Communicable Diseases**

Students infected with communicable diseases will not be excluded from enrollment or restricted in their access to College facilities or services, unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other persons in the College. Communicable diseases may include, but are not limited to: chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis, whooping cough, AIDS, AIDS-Related Complex, sero-positive to AIDS virus, and other sexually transmitted diseases.

Students who know they are infected are to share this information on a confidential basis with the Dean of Student Development Services or appropriate administrator. Students who know or who have reasonable basis for believing that they are infected are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.

**Sexual Harassment**

Sexual harassment of any student or employee by any other student or employee is a violation of the policy of the RCCC Board of Trustees. The complaint of any student who believes that he or she has been subjected to sexual harassment is a grievance to be resolved through the student grievance procedures as outlined in the College Catalog, except that presentation is made to a grievance officer appointed by the President.

**Grievances**

Any student has the right to raise a complaint or lodge a grievance claim whenever he/she feels an injustice or unfair treatment has occurred.

To insure that the grievance is given proper attention, the student should follow these steps:

1. Request a conference with the curriculum advisor. If the advisor can solve the problem to the satisfaction of the student, the matter should be settled there.
2. If the advisor cannot resolve the problem, he/she should take the student to the curriculum chairperson (if advisor

and curriculum chairperson are not the same person) who will attempt to reach a satisfactory solution.

3. If no satisfactory solution has been reached thus far, the curriculum chairperson should arrange a conference between the student and a counselor in the Student Development Services Department.
4. If the student is still not satisfied, the Dean of Student Development Services shall bring the student to the President. The President shall hold a hearing, using as many witnesses as necessary to hear all sides of the complaint. Following the hearing, the President shall issue a ruling or decision concerning the problem. The ruling of the President shall be final, subject only to the student's right of appeal to the Board of Trustees.
5. Nothing in these procedures will prevent the student from carrying the complaint directly to the Dean of Student Development Services or to the President, if he/she prefers.

**Appeals**

When a student is given notice of suspension or expulsion, the student is entitled to procedural due process. Any student who wishes to appeal this decision must abide by the following process:

1. Within five working days, the student must present in writing his/her reasons for such an appeal to the appropriate dean to ask for a Board of Review.
2. A Board of Review is appointed by the President to hold a hearing within five working days of the receipt of the appeal.
3. The Board of Review will review the charges as presented by the dean and present a written copy of its findings to the President within two working days.
4. Either party may have counsel and/or witnesses heard.
5. The Board of Review will determine the facts of the case based on the evidence presented. The Board of Review shall give prime consideration to the following questions:
   a. Has a school policy or law been violated?
   b. Is the student charged the guilty party?
6. Within two working days of receipt of the Board of Review's findings, the President will issue a decision to uphold or reverse the decision of the dean and notify the student.
7. The President will act as the final administrative authority in resolution of the appeal.

8. If the appeal has not been resolved at this final step in the College's administrative process, the student will notify the President of the College in writing requesting a hearing before the Board of Trustees.

## Student Support Services

Student Support Services is a federally funded program which offers support services to a specific group of students who may not otherwise show their true academic potential. These services include counseling, tutoring, assistance in applying for financial aid, cultural enrichment activities, and a special study skills course. To participate in the Student Support Services program, students must meet certain eligibility requirements and complete an application form. Forms may be obtained from the Student Support Services office.

## Learning Resources Center

The Learning Resources Center (LRC) provides library, alternative learning, audiovisual and computer-assisted instruction services to support and enrich the College's instructional programs. Open to community residents, as well as students and staff, the LRC hours are 7:30 a.m. - 9:30 p.m. Monday - Thursday and 7:30 a.m. - 4 p.m. Friday.

To check out materials from the LRC, a library card is needed. Patron cards are free of charge and may be obtained upon request at the circulation desk. A validated student ID card serves as a library card for RCCC students.

### Library

In the spring of 1987, library users began using computers rather than the standard card catalog to locate books, giving the library the distinct honor of being the first in the NC Community College System to have an automated catalog.

The library maintains a comprehensive reference collection, more than 32,000 volumes and 210 periodicals, a best-seller collection, and numerous daily and weekly newspapers. Interlibrary loan service also is available, as well as a coin-operated photocopying machine, a telefax machine, typewriters, online job listings, films, video tapes, and many other print and nonprint media.

### Audiovisuals

Audiovisual equipment and materials are available for in-house and community group use. Video cassette recorders, overhead, slide and opaque projectors, record players, cassette tape recorders, and screens are a few of the many types of equipment available. The borrowing or renting of 16mm films from many state and federal agencies also is provided.

### Alternative Learning Center

This structured, but flexible, learning center offers various levels of academic study to both students and area residents. Study is on an independent basis, with one-on-one instructional assistance provided as needed.

Both credit and noncredit courses are offered and range from basic studies to special interest and college-level courses. Materials also are available to help prepare for special tests, such as those required for employment and college or military entrance. Under certain circumstances, supplementary instruction may be provided to high school students.

Although some courses are offered free of charge and may be entered at any time, individuals registering for credit courses must follow the same registration guidelines as other students enrolled in curricular courses, including payment of tuition and fees. Curricular courses, including specific Alternative Learning Center courses, can be found in the Course Description section of this catalog.

### Computer-Assisted Instruction Lab

The CAI Lab maintains a variety of computerized materials to support RCCC's curricular programs and provide additional learning experiences for students. Although students usually enter the lab upon instructor referral for drill and practice exercises, students may choose to enter on their own, provided space is available and the students can benefit from available instructional materials.

Any awarding of credit or grades for work completed in the lab will be determined by the referring instructor.

The lab also may be used to perform word processing and spreadsheet functions. Individuals, however, need to be computer literate and must provide their own supplies, as well as abide by all policies posted in the lab.

## Child Development Center

The RCCC Child Development Center provides on-campus child care services for children, ages two through six, of students and employees. Community residents also may enroll their children, providing space is available. The Center can accommodate a maximum of 25 children and charges a weekly fee per child. In addition to providing quality child care services, the Center also serves as an observation and internship lab for students in the Early Childhood and Special Education curricula. Specific information regarding fees and operation, can be obtained directly from the Center, which is located in the H. C. Freeland Center.

**Class Absences**

The College considers regular class attendance and promptness important to good scholarship. Instructors having students experiencing attendance problems are encouraged to refer such students to a counselor.

Absences from class do not relieve students of meeting all course requirements. Regardless of the reasons, instructors have the authority to drop students who accumulate absences totaling 15 percent of the instructional course hours.

Examples of absentee limits:

| Class Contact Hours | Absentee Limits |
|---|---|
| 33 | 5 hours |
| 44 | 7 hours |
| 55 | 8 hours |
| 66 | 10 hours |
| Being late three times = | 1 hour |

**Drop/ Reinstatement Procedure**

When students must be dropped as a result of excessive absences, the following procedure applies:

1. The instructor completes the drop section of the standard drop/add form.
2. The form is processed by the Registrar's Office.
3. Any student wishing to be reinstated must submit a Request for Reinstatement form to the Dean of Student Development Services (or designee) within one working day after returning to the College.
4. The dean/designee investigates the evidence provided by the student, faculty member, and available records.
5. The decision of the dean/designee regarding reinstatement is made within one working day of the request and recorded in Section II of the form, which is also signed by the instructor.
6. Once the decision is made and recorded, the student must fill out Section III of the form.
7. Copies of the form are given to the student, to the instructor, and to the Registrar for filing with the student's registration form.

Students who are absent a second time after reinstatement and/or who fail to abide by any stated stipulation will be dropped with no further reinstatement consideration.

At any time reinstatement is denied, students may follow the student appeal process. Attendance in the class under consideration is not allowed during the appeal process.

## Adding & Dropping Courses

Students may add courses during the first three class days of the quarter. Students are permitted to drop without penalty from courses prior to the end of the fourth week of class. When a course is officially dropped during the prescribed time period, the student's record will show a W (withdrawal). If the student drops a course after the end of the official drop period, he/she will receive a grade of WP or WF.

A student may add/drop a course by securing the proper form from the Registrar's Office, completing it, securing the advisor's signature, and returning the completed form to the Registrar's Office.

## Withdrawing

Students may not withdraw from registered classes or drop out of College simply by nonattendance. Official withdrawal requires students to complete a Registration Change Notice form, available in Student Development Services. Upon completing the form and obtaining signatures of instructors and the advisor, students must return the form to a counselor who will conduct an exit interview.

A grade of **W** will be given if the withdrawal is during the drop period. If the withdrawal is after the drop period, a grade of **WP** or **WF** will be recorded.

## Repeating

Students may not repeat a course for credit in which they have already received a grade of "C" or higher. Courses transferred from other institutions may not be repeated for credit, but the student may audit the courses. If such a course is repeated, the original grade will be the grade of record; and AU (AUDIT) will be entered on the permanent record.

Students may repeat a course for credit in which they have received a grade of "D" or "F" under the condition that in each case credit hours will be considered hours attempted and used in computing the quality point average.

Financial aid recipients and veterans will not receive assistance or benefits for repeating courses in which they have received a D grade unless required by the academic department.

## Change of Program

When a student decides to change programs, the procedure officially begins with a conference with a counselor in Student Development Services. Upon agreement by the counselor and the student that the change is warranted, the student is given the name of his/her new advisor and instructed to submit a "Student Status Change Form" (RCCC #213) to the Registrar. The Registrar will recalculate the GPA on the basis of the new program and send copies of the record to the new advisor.

## Grading System

A final grade is awarded at the end of each course for which registered. Instructors determine final grades by using the following system:

| | | |
|---|---|---|
| A | Excellent | 93-100 |
| B | Good | 85- 92 |
| C | Average | 77- 84 |
| D | Poor | 70- 76 |
| F | Failure in performance<br>Failure to remove a grade of "I" | |

To determine grade-point averages, final grades have the following values or points: A = 4; B = 3; C = 2; D = 1; F = 0

Each curriculum department will determine standards.

***I** **Incomplete.** A student will receive an **I** when the final work required has not been completed for reasons beyond the control of the student. An **I** must be removed by the last day of the add period of the next quarter or it will automatically become an **F.** A student who receives an **I** cannot re-enroll in the course.

***AU** **Audit.** This grade is assigned to a student who audits a course or who repeats a course in which a grade of **C** or higher has been earned. A student who audits a course cannot change to credit, nor can a student who enrolls in a course for credit change to audit after the deadline for dropping a course. A student who audits a course may repeat the course for credit.

***NE** **Never Entered.** A student who officially registers for a course but never attends will receive a **NE** grade. This is a nonpunitive grade and does not affect a student's quality points. **NE** is reported by instructors on the 30 percent roster and posted to a student's academic transcript at that time. (Instructors do not have to process drop forms for students receiving **NE** grades.)

| | |
|---|---|
| ***W** | **Withdrawal.** A **W** is received when a student officially withdraws from a course during the drop period (prior to the end of the fourth week of class). Students officially registered for courses may not withdraw merely by nonattendance. |
| ***WP** | **Withdrawal/Passing.** A **WP** is received when a student officially withdraws and is passing a course. It does not affect a student's quality points. **WP** is nonpunitive and may be given after the fourth week of class. |
| **WF** | **Withdrawal/Failing.** A **WF** denotes official withdrawal when a student is not passing the course. It is treated as an **F** when quality points are averaged and may be given after the fourth week of class. |
| **CE** | **Credit by Proficiency Exam.** This grade is awarded for credit hours only and does not affect quality points or grade point average. |

*These grades are not included in a student's grade point average.

### Make-Up

Instructors may establish procedures for make-up work.

### Grade-Point Averages

For the purpose of determining grade-point averages (GPA), final grades have the following values or points: A = 4; B = 3; C = 2; D = 1; WF = 0; F = 0. Other grades are not included in the GPA. The cumulative grade-point average is computed by multiplying the points for each course by the quarter hours for that course, then dividing by the total number of quarter hours. A GPA of 2.00 for work taken at RCCC is required for graduation. Some departments may have additional graduation requirements.

### Academic Requirements

Each curriculum student is expected to make satisfactory progress toward obtaining a degree or diploma. At the end of each quarter, a student's grade-point average for that quarter and his/her cumulative grade-point average are examined. The minimum cumulative grade-point average for remaining in good standing is as follows in the scale below.

| Attempted Credit Hours | Grade-Point Average Diploma | Degree |
|---|---|---|
| 1-23 | 1.25 | 1.25 |
| 24-40 | 1.40 | 1.40 |
| 41-59 | 1.70 | 1.55 |
| 60-80 | 2.00 | 1.75 |
| 81 and above | 2.00 | 2.00 |

**Warning & Probation**

A student who fails to maintain the minimum academic requirements will be placed on academic warning for the next quarter. He/she will be notified in writing by a counselor in Student Development Services and must consult his/her advisor before registering again. Should he/she fail to reestablish the required average during the warning quarter, the student will be placed on academic probation and notified in writing by the Registrar. Before being allowed to re-register, the student must meet Admission Committee requirements.

Any student classified as "Academic Probation" at RCCC is considered to be making UNSATISFACTORY progress and is NOT eligible for financial aid.

Student status will be calculated each quarter for all full-time and part-time students.

**Honors**

At the close of each quarter, full-time curriculum students (students carrying a load of 12 or more credit hours, none of which are numbered 100 or lower, or "I" grades) will be included on the President's List, providing they have achieved a grade point average of 4.0.

At the close of each quarter, full-time curriculum students (students carrying a load of 12 or more credit hours, none of which are numbered 100 or lower, or "I" grades) will be included on the Dean's List, provided they have no grades lower than a "B" and that the quality point average of all their grades for that quarter is 3.25 or better.

**Graduating**

To receive a degree, diploma, or certificate, a student must satisfactorily complete all program requirements with a minimum cumulative GPA of 2.0 (a "C" average). Transfer students also must have completed at least 24 quarter hours of resident credit at RCCC.

Degrees, diplomas, and certificates are issued only once a year—at graduation exercises which are held in August. Students wishing to participate in the exercises must contact the

Registrar to complete the required paperwork and pay the graduation fee. This contact should be made during the first week of the quarter in which students plan to complete studies. (No cap and gown orders are placed after July 15.)

Students having an outstanding debt to RCCC will not be allowed to graduate until all debts have been cleared. Also, students who fail to attend graduation rehearsal or who arrive after actual graduation exercises have begun will not be allowed to participate in the ceremony.

(For GED graduation requirements, see the Continuing Educations section.)

## Transfer to Four-Year Institutions

Many of the courses taught at RCCC are transferable to four-year colleges and universities. These senior institutions usually accept credits from other institutions on an individual basis.

Any student planning to transfer credit earned at RCCC to a four-year college or university should contact the college where transfer is sought to obtain specific information regarding transfer credits. A request should be made by the student to the Registrar at RCCC to send an official transcript directly to the transferring institution. If applicable, the student also should request to have a copy of his financial aid transcript mailed to the college where transfer is planned.

## Access to Records

All currently enrolled students 18 years and older, parents of current students younger than 18, and parents of dependent current students have the right to examine and challenge the official student records. Official records are those maintained by any unit of the College, except those created by an individual staff member for the member's eyes only and are not accessible to any other persons. Confidential records, such as those of counselors and financial records of parents, also are excluded and not open to students or parents.

Other than directory information (student's name, address, telephone, program of study, participation in official activities, awards and degrees), student records may not be released without written consent of the student or parent of a minor. Records subpoenaed by legal authorities will be released, but only if the student or parent is notified.

# CONTINUING EDUCATION

The Continuing Education Department offers a wide variety of programs and courses, both on and off campus, which are designed to meet the needs and interests of area adults, business and industry, and community service agencies.

Continuing Education courses provide life-long learning opportunities and are designed to help with job advancement and personal enrichment. The various arts and crafts courses offered also can lead to vocational opportunities.

The majority of courses offered are classified as occupational and community service and may be offered when 12 to 15 people express interest and an instructor is available. Specific training courses and programs also are offered on a routine basis and upon request from fire, law, and rescue personnel.

Other programs offered include Adult Basic Education (ABE), high school completion (GED), new and expanding industry training, and small business courses and seminars.

**Credit**

Continuing Education courses are non-credit courses. Continuing Education Units (CEUs) may, however, be awarded for certain courses. One CEU is equal to ten hours of instruction.

A High School Diploma Equivalency Certificate will be awarded to students successfully completing the GED program.

## Registration & Fees

To register for Continuing Education classes, students must be at least 18 years of age. Under special provisions, individuals between the ages of 16 and 18 may be allowed to enter ABE and GED studies.

Fees are paid at the time of registration. A $35 fee is charged for occupational courses, and a $10 fee for community service courses. These fees may be waived for North Carolina residents age 65 or older and for law, fire, and rescue personnel taking courses as part of in-service training. Fees are waived automatically for prison inmates.

A $1.20 accident insurance fee also is charged to all individuals taking a vocational course such as woodworking. Students also are responsible for purchasing any necessary supplies, materials, or textbooks.

## Refunds

Students who must withdraw from classes may be eligible for a 75 percent refund of registration fees if they (1) withdraw prior to the first day of classes for courses meeting four times or less or (2) prior to or on the 20 percent point of courses meeting five time or more.

## Enrollment & Attendance

Enrollment in Continuing Education courses is accepted during the first 30 percent of total class hours. Students are required to attend at least 80 percent of all class meetings in order to satisfactorily complete courses.

## Course Offerings

Community service courses are designed to meet educational and special interest needs, as well as provide arts and crafts courses that may lead to a vocation. Such courses include sign language, photography, basketweaving, cake decorating, ceramics, upholstery, sewing, and woodworking.

Occupational courses can help prepare students for jobs or upgrade present job skills. Examples of these courses are real estate, insurance, notary public, and various fire, law, and rescue training courses.

**Course Repetition**

State regulations require that students, including those 65 or older, who take an occupational course more than twice within a five-year period pay the full cost of the course. The provision is waived, however, if course repetition is required by standards governing the certification or licensing program in which the student is enrolled.

**Business & Industry**

Through the new and expanding industry program, customized training may be provided at no charge to meet special manpower needs when new or expanding industry is ready to go into production.

A supervisory development training program also is available to supervisors at various levels of management to prepare for advancement. Courses are designed to offer practical applications to current needs of business and industry as well as enhance personal growth and development.

**Basic Skills**

Two Basic Skills programs, Adult Basic Education (ABE) and General Education Development (GED), are offered for adults who were unable to complete high school. Individuals between 16 and 18 and who have officially dropped out of school also may be permitted to enroll, provided they meet special admission requirements.

Classes in ABE and GED are held free of charge on campus and at various community locations. In addition, telecourses are broadcast routinely over public television stations, providing an opportunity for at-home studies.

### Adult Basic Education (ABE)

ABE provides elementary level education (grades 1-8) for persons whose basic skills are below ninth grade level. Reading, writing, math, spelling, and other subjects are taught on an individualized basis. Upon completion of studies, students are encouraged to continue their education in the GED program and work toward earning a high school diploma.

### General Education Development (GED)

Through the GED program individuals can study and prepare for the GED exam. The exam, which is given routinely on campus and requires a $7.50 first-time testing fee, consists of five subjects: reading, writing, social studies, math, and science. Students achieving a minimum score of 225, with no single test score lower than 35, will receive a High School Diploma Equivalency Certificate from the NC Department of Community Colleges.

Students who successfully complete the GED exam may participate in the College's annual graduation exercises, provided they:

1. complete Test 1 by July 15 and Tests 2 through 5 by August 10.
2. order cap and gown and pay the required graduation fee by July 15.
3. sign a form documenting they understand that the graduation fee will not be refunded if GED requirements are not met by the August 10 deadline.
4. return all college materials that they might have, as well as meet any financial obligations.

Also, students who fail to attend graduation rehearsal or who arrive after actual graduation exercises have begun will not be allowed to participate in the ceremony.

### Student Activity Fee

Students enrolled in ABE and GED classes may participate in on-campus student activities providing they pay a small annual student activity fee. Upon payment of the fee, students will be issued a student activity card valid for one year from the day of payment.

### Job Training Partnership Act

Individual Referral and Work-Experience are two Job Training Partnership Act (JTPA) programs operated by the College. The Individual Referral program offers counseling, job readiness skills training, job placement, and financial assistance for tuition, books, and supplies.

The Work-Experience program allows eligible individuals to gain experience through on-the-job training related to their studies.

Both programs are available to economically disadvantaged individuals living in Bertie and Hertford Counties.

### Pre-Employment and Work Maturity Skills Program

Also available to qualifying individuals through JTPA is the Pre-Employment and Work Maturity Skills Program. Through this program, an assessment is made of students' basic skills, occupational skills, prior work experience, employability, interests, aptitudes, and supportive service needs. Training sessions on application completion, resume writing, and interviewing are provided, as well as counseling to determine appropriate career selection. A wide variety of career-related materials also is maintained to help students explore different careers.

### Human Resources Development

The Human Resources Development (HRD) program offers prevocational training, counseling, and assistance in job placement or further educational training for the unemployed and underemployed. Training averages eight weeks and focuses on the development of basic workplace skills that are essential to employment readiness. These skills include interpersonal skills and group effectiveness, motivation and goal setting, listening and oral communication, problem-solving, assessment of career and employment goals, and active job search.

### Roanoke-Chowan Industries

Roanoke-Chowan Industries provides rehabilitative services and training for disabled individuals who are 16 years of age or older. The workshop is affiliated with and supported in part by the NC Division of Vocational Rehabilitation Services.

### Small Business Center

The Small Business Center is designed to serve the educational and training needs of the small business community, as well as those individuals interested in starting a business.

Working with area chambers of commerce and the U.S. Small Business Administration, the Center offers a wide variety of courses, seminars, and workshops throughout the year. One-on-one consultative assistance also is provided, as well as referrals and resource materials relating to small business occupations.

Although the majority of seminars and workshops are offered free of charge, a small business student fee of up to $10 may be charged for certain activities.

## Regional Small Business Incubator

Recognizing the economic importance of small businesses, the Regional Small Business Incubator is committed to helping nurture ideas into successful small businesses. Located in Ahoskie, the Incubator provides low-cost rental space and managerial and technical assistance to new businesses as a means of helping them survive the critical early stages of development. Assistance also may be provided to existing firms wishing to expand or relocate.

# COURSE DESCRIPTIONS

**Quarter Usually Offered**

**F** (Fall) **W** (Winter) **S** (Spring) **SS** (Summer) **AN** (As Needed)

**ACC 120 Accounting I** **F, W**

The student will apply the basic functions, techniques, principles and concepts of accounting. Emphasis is on business transactions and their effect on the accounting equation; debits and credits in double-entry accounting; selecting and recording financial data in journals and ledgers; preparing work sheets; balance sheets and income statements and an introduction to the basic concepts of internal control.

Contact Hours: 7 (5 class, 2 lab); Credit Hours: 6

Prerequisite: None

**ACC 121 Accounting II** **W, S**

This course is a continuation of BUS 120 with special emphasis on the application of accrual accounting as applied to the small retail business.

Contact Hours: 7 (5 class, 2 lab); Credit Hours: 6

Prerequisite: ACC 120

**ACC 122 Accounting III** **F, S, SS**

A continuation of ACC 121 designed to follow the introductory study in accounting, giving special emphasis on the corporate structure.

Contact Hours: 7 (5 class, 2 lab); Credit Hours: 6

Prerequisite: ACC 121

**ACC 124 Introduction to Computerized Accounting** **W, S, SS**

This course is designed to offer students with a limited knowledge of computers an easy transition from manual to automated accounting. Students will be given hands-on experience in recording business transactions and preparing financial statements for a merchandising concern.

Contact Hours: 3 (1 class, 2 lab); Credit Hours: 2

Prerequisite: ACC 121

**ACC 222 Spreadsheet Applications** **S, SS**

Students learn to create and print spreadsheets and graphs, develop templates, and use many of the special functions for applications such as financial and statistical analysis. Contact Hours: 3 (1 class, 2 lab); Credit Hours: 2

Prerequisite: ACC 121

**ACC 226 Payroll Accounting** **F, S**

A study in the preparation of the payroll which includes; (1) figuring basic wages, (2) deducting for taxes (FICA, FUTA, and Federal Income Taxes), (3) making necessary journal entries, as well as other problems encountered in preparing the payroll, and (4) legal aspects of employer-employee relationships.

Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4

Prerequisite: ACC 120

**ACC 229 Taxes** **W**

Individual income tax preparation. A study of federal income taxes most frequently encountered by the individual taxpayer. Students will prepare tax forms and schedules.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**ACC 230 Taxes II** **AN**

A study of the taxation and federal return preparation for sole proprietorships, S Corporations, and C Corporations. This will include the study of special tax problems which will include an overview of the tax factors which should be considered in the selection of a particular business form. This course will provide the foundation for the students to function as an informed business person and concerned citizen within our society.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: ACC 229

**AHR 1104 Applied Electronics for HVAC Systems** **S**

In this course, principles of basic solid state electronic devices will serve as the foundation for study in the area of electronic controls used in HVAC systems. This study will include a study of semiconductors, diodes, transistors, rectifiers, diac and triac circuits, and amplifers, and how these devices are used as switching relays, timers, and temperature sensing devices for controlling heating and cooling units. An opportunity will be given the student to wire these devices and build electronic circuits. Opportunity also will be given to follow troubleshooting procedures and cooling systems. An introduction will be given of the programmable controller and how it relates to the relay-logic diagrams studied in ELC 1151 Applied Wiring Diagrams.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: ELC 1102 and ELC 1151 or permission of instructor

**AHR 1110 Domestic Refrigeration** **F**

Emphasis is placed on the maintenance and servicing of equipment used in domestic refrigeration systems. The identification and function of the components of a refrigeration system and the procedures for handling refrigerants safely will be stressed. Opportunities will be provided for experience in locating and correcting equipment failures as well as controlling, testing, and adjusting domestic refrigeration controls.
Contact Hours: 9 (3 class, 6 shop); Credit Hours: 5
Prerequisite or Corequisite: ELC 1102

**AHR 1110a Domestic Refrigeration** **AN**

Emphasis is placed on the maintenance and servicing of equipment used in domestic refrigeration systems. The identification and function of the components of a refrigeration system and the procedures for handling refrigerants safely will be stressed. Opportunities will be provided for experience in locating and correcting equipment failures as well as controlling, testing, and adjusting domestic refrigeration controls.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: ELC 1102

**AHR 1110b Domestic Refrigeration** **AN**

Included in this course will be the fundamental operating principles of capillary tubes, start relays, termination thermostats, and defrost timers, and condenser and evaporator fan motors for domestic refrigerators. Opportunities will also be given for diagnosing and replacing these controls. At the conclusion of this course, students will be given opportunities for diagnosing refrigeration malfunctions both electrically and mechanically.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: AHR 1110a

**AHR 1111 Commercial Refrigeration** **W**

This course is an introduction to the care of and control of commercial refrigeration units such as display cases, walk-in cooler and freezer units, and large ice maker systems. The care and use of special tools used to diagnose and replace major components in the system are included.
Contact Hours: 9 (3 class, 6 shop); Credit Hours: 5
Prerequisites: AHR 1110 and ELC 1102

**AHR 1112 Servicing Heating Units** **W**

This course is an introduction to the diagnostic procedures used in troubleshooting problems with heating units. The use of tools to diagnose and replace major components of oil, gas, and electronic resistance heating equipment is stressed. Hands-on-service with shop induced failures will be performed by every student. Start-up and preventive maintenance on heating units will be performed.
Contact Hours: 6 (0 class, 6 shop); Credit Hours: 2
Prerequisite: ELC 1102 and AHR 1115 or permission of instructor

**AHR 1113 Servicing Cooling Units** **S**

Emphasis will be placed on the maintenance and repair of equipment used in comfort cooling systems. Opportunities will be provided for experience in locating and correcting equipment failures as well as controlling, testing, and adjusting comfort cooling systems. Combination heating and cooling systems also will be covered in this course.
Contact Hours: 6 (0 class, 6 shop); Credit Hours: 2
Prerequisite: AHR 1114

**AHR 1114 Principles of Cooling Units** **S**

Emphasis will be placed on the principles of air-cooled split and packaged air conditioning systems. Basic terminology and components used in measuring, cleaning, and controlling comfort cooling conditions will be covered. Students will learn how to calculate the comfort needs for a space and use psychrometric charts to determine equipment performance to produce optimum temperature and humidity control. Students also will use manufacturers performance specifications and duct friction charts to determine air distribution system requirements.
Contact Hours: 8 (5 class, 3 shop); Credit Hours: 6
Prerequisite: None

**AHR 1114a Principles of Cooling Units** **AN**

Emphasis will be placed on the principles of air-cooled split and packaged air conditioning systems. Basic terminology and components used in measuring, cleaning, and controlling comfort cooling conditions will be covered. Students will learn how to use psychrometric charts to determine equipment performance to produce optimum temperature and humidity control.
Contact Hours: 3 (3 class, 0 shop); Credit Hours: 3
Prerequisite: None

**AHR 1114b Principles of Cooling Units** **AN**

Emphasis will be placed on the principles of air-cooled split and packaged air conditioning systems. The student will learn how to calculate the comfort needs for a space; use manufacturers performance specifications, and duct friction charts to determine air distribution system requirements.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: AHR 1114a or permission of instructor

**AHR 1115 Fundamentals of Heating** **F**

This course is an introduction to the fundamentals of heating as they relate to various types of heating systems. Included in this course will be the use and care of special tools used to diagnose and replace major components of oil fired, gas fired, and electric resistance heat equipment. The controlling and maintenance of the components of these types of heating systems serves as the basic framework for the course.
Contact Hours: 11 (5 class, 6 shop); Credit Hours: 7
Prerequisite: ELC 1102

**AHR 1115a Fundamentals of Heating** **AN**

This course is an introduction to the fundamental principles of heating as they relate to oil fired heat equipment. Included in this course will be the care and use of special tools used to diagnose and replace components in this type of equipment. The controlling, adjusting, and maintenance of this heating system serves as the basic framework for the course.
Contact Hours: 3 (3 class, 0 shop); Credit Hours: 3
Prerequisite: ELC 1102

**AHR 1115b Fundamentals of Heating** **AN**

This course is an introduction to the fundamental principles of heating as they relate to gas fired heat equipment. Included in this course will be the diagnosing and replacement of major components of gas heating equipment. The controlling, adjusting, and maintenance of this heating system serves as the basic framework for the course.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: ELC 1102

**AHR 1115c Fundamentals of Heating** **AN**

This course is an introduction to the fundamental principles of heating as they relate to electric resistance heating. Included in this course will be the diagnosing and replacement of major components in electric heat equipment. The controlling, adjusting, and maintenance of these heating systems serves as the basic framework for the course.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: ELC 1102

**AHR 1118 Fundamentals of Cooling Systems** **S**

Emphasis will be placed on the maintenance and repair of equipment used in comfort cooling systems. Opportunities will be provided for experience in locating and correcting equipment failures as well as controlling, testing, and adjusting comfort cooling systems. Combination heating and cooling systems will also be covered in this course.
Contact Hours: 12 (3 class, 9 shop); Credit Hours: 6
Prerequisite: ELC 1102

**AHR 1118a Fundamentals of Cooling Systems** **AN**

This course is an introduction to the fundamentals of cooling as they relate to equipment used for comfort cooling systems. Opportunities will be provided for experience in locating and correcting equipment failures as well as learning the procedures for installing cooling equipment.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: ELC 1102

**AHR 1118b Fundamentals of Cooling Systems** **AN**

This course is a continuation of AHR 1118a. Opportunities will be provided for experience in testing, controlling, and adjusting comfort cooling systems.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: ELC 1102

**AHR 1118c Fundamentals of Cooling Systems** **AN**

This course is a continuation of AHR 1118b. Opportunities will be provided for experience in testing, controlling, and adjusting comfort cooling systems.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: ELC 1102

**AHR 1119 Introduction to Cooling and Heating Systems** **S**

Covers the basic principles of cooling and heating related to industrial systems. Air conditioning, refrigeration,and heating systems are studied as well as fluid flow, air distribution, and control systems. Special industrial cooling and heating systems are included.
Contact Hours: 9 (3 class, 6 shop); Credit Hours: 5
Prerequisite: None

**AHR 1120 Heating and Cooling Systems Servicing** **SS**

This course covers the basic principles of heating and cooling systems servicing as related to industrial systems. Starting up of new equipment and setting of pressure, temperature, and any controls are covered. Shop work involves locating and correcting equipment failures and malfunctions involving correct procedures for changing out all types of controls and components within these systems and making proper adjustments to maximize peak performance. Special emphasis will be placed on applications of electric heat pertaining to industrial machinery.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: AHR 1119

**AHR 1121 Principles of Refrigeration** **W**

An introduction to the principles of refrigeration. Emphasis is given to terminology, safety, and use and care of the tools required to charge, evacuate, and clean a refrigeration system. The identification system used for comfort cooling is studied, and the procedures for handling and recovering refrigerants safely will be stressed.
Contact Hours: 4 (4 class, 0 shop); Credit Hours: 4
Prerequisite: None

**AHR 1130 All-Weather Systems: Conventional** **SS**

In this course, the principles of combination heating and cooling systems, including gas heating-electric cooling, oil heating-electric cooling, and all electric, will be stressed. Emphasis will be placed on safe operations, selection, and assembly of components to be controlled by combination controls. Student will learn how to install these all-weather systems to meet the comfort level of people in light commercial and residential structures. In addition, they will be able to test, evaluate, and make adjustment to meet maximum performance level of the units. Troubleshooting of the electrical and mechanical operation, solving of service problems, and repair will be performed in the shop.
Contact Hours: 12 (3 class, 9 shop); Credit Hours: 6
Prerequisite: AHR 1115, AHR 1113, ELC 1102, or permission of instructor

**AHR 1131 All-Weather Systems: Heat Pumps** **SS**

Emphasis will be placed on the maintenance and repair of heat pumps, both air and water source units. Opportunities will be provided for experience in locating and correcting equipment failures as well as controlling, testing, and adjusting water and air source heat pumps.
Contact Hours: 13 (4 class, 9 shop); Credit Hours: 7
Prerequisite: AHR 1114, AHR 1121, ELC 1102 or permission of instructor

**ANT 101 Introduction to Anthropology (ANTH 1000)** **AN**
A general introduction to anthropological studies of man and his culture.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**ARC 105 Planning for Home Building and Remodeling** **AN**
A course designed to provide the potential homeowner with an opportunity to investigate and analyze some of the more commonly encountered problems involved in the process of planning for a new home or in the remodeling of an existing house.
Contact Hours: 5 (2 class, 3 lab); Credit Hours: 3
Prerequisite: High school graduate or GED (if for credit)

**ARC 107 Architectural Materials and Methods** **S**
Materials used in the construction of architectural structures will be studied. Field trips to construction sites and study of manufacturer's specifications for materials. Properties and standard sizes of structural materials, and construction techniques are included. Emphasis will be placed on passive solar heat utilization.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**ARC 108 Codes, Specifications, and Contract Documents** **SS**
A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual responsibilities.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**ARC 200 Architectural Drafting I** **SS**
A course designed to introduce basic drafting skills to the beginning student. This course has no differential established between architectural and mechanical drafting. Basic techniques and skills included are: orthographic and pictorial sketching, geometric construction, inking and lettering practice and reproduction of drawings.
Contact Hours: 15 (3 class, 12 lab); Credit Hours: 9
Prerequisite: ARC 103

**ARC 201 Architectural Mechanical Equipment** **F**
General study of heating, air conditioning, plumbing, and electrical equipment, materials, and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Coordination of mechanical and electrical features with structural and architectural designs.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: None

**ARC 220 Architectural Drafting II** **F**
Drawings of structural plans and details as prepared for building construction include steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction and fabrication of structural members. Reference materials will be used to provide the draftsman with skills and knowledge in locating data and in using handbooks.
Contact Hours: 15 (3 class, 12 lab); Credit Hours: 9
Prerequisite: ARC 200

**ARC 221 Architectural Drafting III** **W**

Drawing of plans and details as prepared for mechanical equipment such as air conditioning, plumbing, and electrical systems by using appropriate symbols and conventions. Consideration is given to coordination of mechanical and electrical features with structural and architectural components. Calculations, designs, and methodologies involved in energy conservation measures will be implemented in this course.
Contact Hours: 15 (3 class, 12 lab); Credit Hours: 9
Prerequisite: ARC 220

**ARC 230 Structural Drafting** **S**

A concentrated study and drawing of structural plans, details, and shop drawings of the structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the draftsman will be included. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of the structural components.
Contact Hours: 10 (4 class, 6 lab); Credit Hours: 7
Prerequisite: ARC 220

**ARC 1145 Specifications and Contracts** **S**

The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection.
Contact Hours: 1 (1 class, 0 lab); Credit Hours: 1
Prerequisites: BPR 1110, BPR 1111

**ART 101 Color and Design (ART 1001)** **AN**

Color theory and design principles.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**ART 191 Art Appreciation (ART 1910)** **W**

An exploratory study of the visual experience intended to enhance the student's understanding and enjoyment of art. Designed for the General College student.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3; Semester Hours: 2
Prerequisite: None

**AUT 1101 Internal Combustion Engines** **F**

This course introduces the basic concepts of internal combustion engine operation. Content also includes terminology, identification, and location of all systems and parts of the automobile engine. Students are introduced to the techniques and practices used in diagnosing, repairing, and rebuilding engines used in front-wheel drive and rear-wheel drive automobiles and light trucks.
Contact Hours: 18 (3 class, 15 shop); Credit Hours: 8
Prerequisite: None

**AUT 1102a Engine Electrical Systems** **W**

This course gives a thorough study of the electrical system of the engine. Basic fundamentals and the service procedure of the cranking, charging and ignition systems will be covered.
Contact Hours: 13 (4 class, 9 shop); Credit Hours: 7
Prerequisite: None

**AUT 1102b Fuel Systems** **W**

This course gives a thorough study of the fuel system of the automobile. Basic fundamentals and the service procedure for the fuel tank, fuel lines, fuel pump, carburetor, carburetor circuits, manifold and air intake systems will be covered in detail.
Contact Hours: 7 (4 class, 3 shop); Credit Hours: 5
Prerequisite: None

**AUT 1103 Automotive Air Conditioning** **S**

This course is a general introduction to the principles of refrigeration; a study of the assembly of the components and connections necessary in the mechanisms, the methods of operation and control; and proper handling of refrigerants in charging the system.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: None

**AUT 1107 Automotive Computer Systems** **W**

This course is designed to provide theory of operation of fuel delivery systems (microcomputer controlled) and functional diagnosis of the solid state logic controlled circuits. Systems such as fuel, air, ignition, idle speed control and torque converter clutch are among those that will be covered. Emission control components, the use of special tools and on-car diagnosis procedures will be emphasized.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: Permission of the instructor

**AUT 1108 Electronic Fuel Injection** **S**

This course is designed to provide theory of operation of the electronic fuel injection (microcomputer controlled-throttle body fuel injection design) systems. Functional diagnosis of the electronically controlled circuits, components and fuel delivery system will be covered. The use of special tools, diagnostic equipment and on-car diagnosing procedures will be emphasized.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: None

**AUT 1109 Port Fuel Injection** **SS**

This course is designed to provide the student with technical knowledge and skills required to service and diagnose port fuel injection systems on today's microcomputer controlled fuel delivery systems. Electronic control modules, port fuel injection codes, and emission related systems will be studied as well as engine control schematics.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisites: AUT 1107, AUT 1108

**AUT 1123 Brakes, Chassis, & Suspension Systems** **S**

Principles of operation, types, and diagnosis and repair of steering, suspension systems, and wheel alignment are introduced. Course content includes the principles of operation, types, and diagnosis/repair of hydraulic/mechanical braking systems, manual/power steering systems, and standard suspension.
Contact Hours: 12 (3 class, 9 shop); Credit Hours: 6
Prerequisite: None

**AUT 1124 Automotive Power Train Systems** **SS**

Principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles, and differentials. Identification of trouble, servicing, and repair.

Contact Hours: 9 (3 class, 6 shop); Credit Hours: 5
Prerequisite: None

**AUT 1125 Auto Servicing** **S**

This course is a sequence of lab experiences which will reinforce skills necessary to evaluate, diagnosis, and repair components and/or systems on today's automobiles. The lab experiences required will be taken from a skills profile and not necessarily the same for each student. The work experience emphasis will be in one or more of the following areas: (1) engine electrical system diagnosis and repair, (2) engine diagnosis and repair, (3) computerized engine control systems diagnosis and repair.
Contact Hours: 3 (3 shop); Credit Hours: 1
Prerequisite: Permission of instructor

**AUT 1224 Automatic Transmissions** **SS**

In order to round out the automotive curriculum, a special course is incorporated here to give greater depth in the understanding of the automotive field. A whole new area of service and repair has been opened up to the auto mechanics. This course acquaints the student with the basic principles of automatic transmissions with detailed analysis of the components, fluid couplings, and torque converter. Theory of hydraulic pressures coupled with gear trains, with emphasis on identification of troubles which develop in these components and the correct servicing and repair.
Contact Hours: 10 (4 class, 6 shop); Credit Hours: 6
Prerequisite or Corequisite: AUT 1124

**BIO 111 General Biology I** **AN**

A course stressing the fundamental principles of biology with emphasis on matter and energy, cell physiology, cell reproduction, genetics, evolution, and ecology.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**BIO 123 Fundamentals of Anatomy and Physiology** **F, S**

Anatomy and physiology is the study of normal structures and functions of the human body. It covers all the basic information needed to have a general understanding of the human body. The cell, body tissues and membranes, and all the systems of organs are included.
Contact Hours: 6 (0 clinical, 4 class, 2 lab); Credit Hours: 5
Prerequisite: RED 099 or satisfactory placement test score and CHM 111 or equivalent.
Corequisite: BIO 150 or equivalent

**BIO 150 General Biology (BIOL 1050)** **F, SS**

Molecular basis of biology, bioenergetics, control systems, reproduction and development, genetics, diversity, evolution, communication and behavior, ecosystems.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**BIO 151 General Biology Lab (BIOL 1051)** **F, SS**

Practical applications of biological principles.
Contact Hours: 4.5 (0 class, 4.5 lab); Credit Hours: 1.5; Semester Hours: 1
Corequisite: BIO 150

**BIO 160 Environmental Biology (BIOL 1060)** **S**

A basic study of the inter-relationships of organisms with each other and with their environment and human factors. Basic ecological problems, principles, and solutions will be presented.
Contact Hours: 6 (6 class, 0 lab); Credit Hours: 6; Semester Hours: 4
Prerequisite: None

**BIO 206 Microbiology** **SS**

An introduction to the study of microorganisms and their relations to individual and community health. Groups of organisms studied are yeasts, molds, bacteria, viruses, protozoa, and helminths. Laboratory work involves handling cultures, differential stains, cultivation, and metabolic activities or representative organisms. Problems in sanitation also are covered.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: BIO 123 or equivalent

**BIO 224 Anatomy and Physiology I** **F, W**

Anatomy and Physiology I is a detailed study of the fundamental principles of anatomy and physiology: organization of the body, terminology, the chemistry of life, cell structure and function, metabolism. Tissues and membranes, the composition of blood, fluid-electrolyte and acid-base balance are included. The lymphatic, immunological, integumentary, and endocrine systems are studied.
Contact Hours: 6 (4 class, 2 lab); Credit Hours: 5
Prerequisite: CHM 111 or equivalent (completed within last five years); RED 100 or equivalent

**BIO 225 Anatomy and Physiology II** **W, S**

This course is a continuation of the study of advanced anatomy and physiology. The following systems are studied in detail: digestive, skeletal, muscular, respiratory, cardiovascular, reproductive, nervous, specialized senses, excretory.
Contact Hours: 6 (4 class, 2 lab); Credit Hours: 5
Prerequisite: BIO 224

**BPR 1104 Basic Blueprint Reading** **F**

Interpretation and reading of blueprints. Information on the basic principles of the blueprint: lines, views, dimensioning procedures and notes.
Contact Hours: 2 (0 class, 2 lab); Credit Hours: 1
Prerequisite: None

**BPR 1110 Blueprint Reading and Building Trades** **F**

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three-view and pictorial sketches.
Contact Hours: 2 (0 class, 2 lab); Credit Hours: 1
Prerequisite: None

**BPR 1111 Blueprint Reading and Sketching** **W**

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.
Contact Hours: 2 (0 class, 2 lab); Credit Hours: 1
Prerequisite: BPR 1110

**BPR 1113 Blueprint Reading: Electrical** **W**

This course will include an interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical schematics for industrial machinery. Sketching schematics, diagrams, and electrical plans for installation of industrial electrical circuits using symbols and notes according to the applicable codes will be a part of this course.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: None

**BPR 1116 Blueprint Reading: Air Conditioning** **W**

This course is a specialized study of drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading blueprints common to the trade: blueprints of mechanical components, assembly drawings, floor plans, and heating system plans including duct and equipment layouts for air conditioning systems.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: None

**BPR 1117 Blueprints-Welding** **W**

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, specifications, and tolerances.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: BPR 1104

**BPR 1118 Pipe Pattern Development** **SS**

Continued process of blueprint reading and geometry. Methods used in the layout of a pipe joint or sheet metal turn. Special emphasis is placed upon developing pipe angled layouts by parallel lines through triangulation.
Contact Hours: 6 (4 class, 2 lab); Credit Hours: 5
Prerequisites: BPR 1104, BPR 1117, MAT 1101r

**BUS 101 Introduction to Business** **F**

This course is a survey of the relationship and responsibility of business to its economic, social, and political environment. Particular attention will be devoted to the structure of business in a private enterprise system and the effect of the environment, consumerism, employee compensation, and other forces on business.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**BUS 115 Business Law I** **F**

This course is a general study designed to acquaint the student with certain fundamentals and principles of business law. Topics to be covered include the nature and source of law, courts and court procedures, and contracts.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**BUS 116 Business Law II** **W**

This course is designed for students who need an understanding of substantive business law. The involvement of business law in the following areas will be studied: sales, commercial paper, agency and employment, partnerships and bankruptcy.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: BUS 115

**BUS 123 Business Finance** **S**

This course is designed to develop an understanding of the nature and role of finance in a free enterprise system. Emphasis will be placed on long-term business and short-term financing, analyzing financial statements, cash flow requirements, and consumer financing.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**BUS 134 Professional Development** **W**

This course is designed to help the student look and feel more attractive and to complement development in other meaningful areas. Topics of study will include physical control and visual poise, personal grooming and make-up applications (women only), wardrobe selection, communication skills, social and business etiquette, as well as techniques for obtaining a job.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**BUS 201 Business Communications** **S**

This course offers treatment of the principles governing business writing in general and also specific types of business communications.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: ENG 102

**BUS 233 Personnel Management** **W**

Designed to develop an understanding of problems of employee-management relations, recruitment, selection, employment, and training of work force. Emphasis is placed on the human phase of organization, personnel efficiency, personnel problems, and governmental regulations.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**BUS 235 Business Management** **S**

Principles of business management including a study of the major functions of management, such as planning, staffing, controlling, directing, and financing.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**BUS 272 Principles of Supervision** **S**

Designed to develop an understanding of problems confronting the supervisor in planning, organizing, staffing, directing, and controlling his operations. Emphasis is placed on problem solving by means of communications, motivation, decision making, labor relations, and human relations.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**BUS 290 Current Trends in Business** **W**

This course is designed to aid the student to become more aware of current trends in the business world by becoming acquainted with the skills necessary for success in the contemporary office environment.
Contact Hours: 6 (4 class, 2 lab); Credit Hours: 5
Prerequisite: OSC 102

**BUS 1103 Small Business Operations** **SS**

An introduction to the business world, problems of small business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**BUS 1105 Industrial Organization** **AN**

Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CAB 1106 Cabinetmaking** **AN**
Included in this course is a study of different kinds of wood, effects of moisture, use of hand tools, and safety procedures. A thorough introduction to the use of stationary equipment also is included.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: None

**CAB 1107 Cabinetmaking** **AN**
Included in this course will be the practical application of concepts taught in CAB 1106. Structure of the course wil! be based on individual projects.
Contact Hours: 7 (1 class, 6 shop); Credit Hours: 3
Prerequisite: CAB 1106

**CAB 1108 Cabinetmaking** **AN**
Emphasis in this course of study will be on millwork and finishing the final project.
Contact Hours: 6 (1 class, 5 shop); Credit Hours: 2
Prerequisites: CAB 1106, CAB 1107

**CAR 1000 Painting and Refinishing** **AN**
Instruction is given in preparing interior surfaces and exterior areas for painting and refinishing. Training is given in the operation of sanding and spray equipment as well as the application of stains, fillers, putties, and paint by hand. Instruction is offered in protecting property, erection of scaffolds, application of various types of materials, plus the evaluation of quality of finishes.
Contact Hours: 9 (0 class, 9 shop); Credit Hours: 3
Prerequisite: None

**CAR 1101a Carpentry I** **F**
A brief history of carpentry and the present trends of the construction industry. The course will involve operation, care, and safe use of carpenter's hand tools and power tools in cutting, shaping,and joining construction materials used in carpentry work.
Contact Hours: 18 (6 class, 12 shop); Credit Hours: 10
Prerequisite: None

**CAR 1101b Carpentry II** **W**
Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings, and foundation wall construction including form construction and erection.
Contact Hours: 18 (6 class, 12 shop); Credit Hours: 10
Prerequisite: CAR 1101a

**CAR 1102 Cabinetmaking** **AN**
This course is a study of the cabinetmaking and millwork as performed by the cabinet builder. Use of shop tools and equipment will be emphasized as the student is taught the safe methods of construction of cabinetry and millwork. Practical application will include safety, measuring, layout, and construction of kitchen base, wall cabinets, and desk built-ins. Materials and finishes will be studied also.
Contact Hours: 12 (3 class, 9 shop); Credit Hours: 6
Prerequisites: CAR 1101a, CAR 1101b

**CAR 1109 Carpentry I** **AN**

The identification, operation, care, and safe use of carpenter's hand tools and power tools for cutting, shaping, and joining construction materials will be covered in this course. Practical experience for beginning carpenters and a familiarization with various techniques in the usage of these tools will be emphasized.
Contact Hours: 8 (2 class, 6 shop); Credit Hours: 4
Prerequisite: None

**CAR 1110 Carpentry I** **AN**

Opportunities will be provided for advanced projects using hand tools as well as portable and stationary power tools. Safety principles and practices will be heavily emphasized.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: CAR 1109

**CAR 1111 Carpentry I** **AN**

Theoretical and practical applications involving advanced techniques for using tools common to the construction industry will serve as the framework for study. Opportunities will be provided for gaining additional experience in the use and care of hand and power tools.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: CAR 1110

**CAR 1124 Residential and Commercial Construction I** **S**

Major topics of study will include store and home layout, methods of construction, store front layout, store fixtures, timber stresses, limited beam construction, and millwork as it applies to today's modern construction.
Contact Hours: 20 (5 class, 15 shop); Credit Hours: 10
Prerequisites: CAR 1101a, CAR 1101b

**CAS 101 Computers in the Classroom** **W**

With the rapidly expanding technology of today, computers have become tools for instruction within the classroom. This course will expose individuals to the basic terminology and use of computers in an educational environment.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: None

**CAS 103 Computer Fundamentals I** **F, W, S, SS**

An introductory course in the operation of the personal computer which focuses on mastering computer basics. Topics will include introduction to keyboard functions, identification and proper use of system components, disk storage concepts, elementary DOS commands, directory creation and use, filenames, wildcard expressions, and Windows. No previous knowledge or experience with a computer is required. This course will not cover application software (such as word processing, spreadsheets, or databases) or programming languages.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None (Keyboarding skills are not required but highly recommended.)

**CAS 105 Computer Fundamentals II** **W**

This course will explore microcomputer software applications. The student will receive hands-on experience using word processing, spreadsheet and database application software. This course is not designed to provide in-depth knowledge of any applications, but will show the student how to use available program packages effectively. The proper use of printers—installation of paper, changing ribbons, etc.—also will be covered in this course.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4

Prerequisite: CAS 103 (Students with no typing skills should take keyboarding before taking this class.)

**CAS 110 Operating Systems I** **W**

In this course the student will study the microcomputer operating system. Topics covered will include DOS commands, the creation of simple batch files, autoexec.bat and config.sys files, file management using directories and subdirectories, hard disk management, and error messages.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: CAS 103

**CAS 115 Operating Systems II** **S**

This course provides a more in-depth study of DOS and an introduction to other operating systems such as OS/2, Primos, Unix, and Macintosh along with the Windows User Interface.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: CAS 110

**CAS 130 Database Applications I** **W**

This course is an introduction to database application software. Topics will include database creation, types, entry, extraction, query, and report generation. The student will learn how to use both the menu and prompt to access commands. This is an entry level class.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: CAS 103 (CAS 105 recommended but not required)

**CAS 135 Database Applications II** **S**

This course will teach the student how to program using database application software. The student will be introduced to elements of programming such as iteration, selection structures, and modular programming. This course will teach the student how to apply these principles of programming to practical business situations using a database application software program.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: CAS 103 (CSC 109 recommended but not required)

**CAS 140 Spreadsheet Applications I** **W**

This course is designed to introduce students to spreadsheet application software. The student will learn to create, print, modify, and enhance a spreadsheet. Other topics will include using functions and formulas, creating and using simple macros, and creating and printing charts. This is an entry-level course.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: CAS 103 (CAS 105 recommended but not required)

**CAS 145 Spreadsheet Applications II** **S**

This course will provide the student with a more advanced study of spreadsheet application software. Topics will include additional business functions, database operations, installation procedures, and the importation of files from other application programs. Emphasis will be placed on macros as a programming language for specialized spreadsheets.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: CAS 140

**CAS 170 Microcomputer Setup/Maintenance** **F**

This course is designed to introduce the student to basic setup and configuration of microcomputer system hardware. Topics include system assembly and disassembly, hard drive installation and formatting, printer interfacing, nontechnical printer repair and maintenance,

peripheral interfacing, routine maintenance procedures, board/chip installation, and the use of diagnostic utilities.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisites: CAS 103, CAS 110

**CAS 200 Microcomputer Networks** **SS**
This course is designed to teach the student the fundamental principles of creating, maintaining, and operating a local area network of microcomputers. The student will learn the functions performed by the network manager. Topics covered will include file server installation, memory management, hardware selection, menu design, and problem solving. This course also will deal with software and hardware security procedures.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisites: CAS 103, CAS 105, CAS 110, CAS 115

**CAS 210 Computer Market Reseach** **W**
This class will teach the student how to evaluate hardware and software and present recommendations. The student will do research on complete computer systems, individual hardware components, printers, printer network, computer network systems, different operating systems and various application packages. After each assignment, the student will provide recommendations via in-class demonstrations, oral or written reports.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisites: CAS 103, CAS 110

**CAS 220 Data Communications** **SS**
This course presents the fundamental principles of data communications. The student will be introduced to a variety of methods for sharing data between computer systems and applications. The student will learn the basic principles of communication software and modem usage. Part of the course also will involve teaching the student how to exchange data between different application programs such as word processing, spreadsheets, databases, and graphics.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisites: CAS 103, CAS 105, CAS 110

**CAS 221 Electronic Filing** **S, SS**
This course uses database software to instruct the student in creating and displaying a database, displaying records in a database, sorting and report preparation, and adding, deleting, and changing records in a database.
Contact Hours: 3 (1 class, 2 lab); Credit Hours: 2
Prerequisite: OSC 102

**CAS 230 Desktop Publishing** **F**
This course will take the student through the basic operating procedures necessary to create custom layouts for publications and documents. Using commercial publishing software packages, the student will design brochures, flyers, letterheads, posters, bulletins, etc. Topics also will include the use of scanners, the importing of clip art, video capture, and printing of finished products.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: CAS 105 or competency in word processing

**CAS 240 Trends in Computer Technology** **S**
This course will give the student an overview of new technologies in software and hardware development. It will emphasize techniques and applications current in business and industry.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: CAS 115

**CAS 250 Business Application Project** **S**

In this class the student will be required to create a variety of business documents including memos, reports, graphs, charts, and presentations using different software packages. The purpose of this course is to give the student an opportunity to explore the features of different commercial software programs by using on-line helps, reference manuals, tutorials, and other source books. As part of this course, the student will create slides and transparencies on the computer and make a presentation using available equipment such as the LCD panel, scanner, CD-ROM, video, etc. The student will demonstrate basic technical competency in the use of microsystem technology, general problem solving, and oral communication.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisites: CAS 115, CAS 230

**CHM 111 General Chemistry** **S, SS**

General chemistry stressing the fundamental principles of chemistry. Basic concepts in inorganic, organic chemistry, and biochemistry are included.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: MAT 093 or satisfactory placement test score

**CHM 112 Basic General and Organic Chemistry (CHEM 1120)** **AN**

An elementary course in general and organic chemistry.
Contact Hours: 6 (6 class, 0 lab); Credit Hours: 6; Semester Hours: 4
Prerequisite: None

**CHM 220 Basic Biochemistry (CHEM 2620)** **AN**

A study of the chemistry and intermediary metabolism of lipids, carbohydrates, proteins, vitamins, and nucleic acids.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: CHM 112
Corequisite: CHM 221

**CHM 221 Basic Biochemistry Laboratory (CHEM 2621)** **AN**

A study of the chemistry and intermediary metabolism of lipids, carbohydrates, proteins, vitamins, and nucleic acids.
Contact Hours: 4.5 (0 class, 4.5 lab); Credit Hours: 2; Semester Hours: 1
Prerequisite: CHM 112
Corequisite: CHM 220

**CIV 200 Statics** **SS**

Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structure; equilibrium of forces in space; center of gravity, centroids, moment of inertia, and load analysis on structural members.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisites: PHY 101, MAT 103

**CJC 101 Introduction to Criminal Justice** **F**

This course is designed to cover the philosophy and history of the criminal justice system and provide an overview of police, courts, and corrections. Organization and jurisdiction of various local, state, federal agencies, and career opportunities and qualifications required will be surveyed also.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 106 Police and Community Relations** **AN**
This course is designed to discuss the modern role of police and accountability to the community and how this may be achieved.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 109 Police Organization and Administration I** **F**
This course is designed to discuss the police function at the administrative level. The organization and management of line, staff, and auxiliary services. The organization and management of personnel: internal control, planning, and research.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisite: None

**CJC 110 Police Organization and Administration II** **W**
This course is a continuation of CJC 109.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisite: CJC 109 or permission of departmental chairperson

**CJC 111 Police Organization and Administration III** **S**
This course is a continuation of CJC 109 and CJC 110.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisites: CJC 109 and CJC 110 or permission of departmental chairperson

**CJC 112 Criminal Law and Procedure I** **F**
This course is designed to give an overview of major crimes, their classification, intent, and conspiracy. A review of court systems from incident to final disposition of the accused will be surveyed also.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisite: None

**CJC 113 Criminal Law and Procedure II** **W**
This course is a continuation of CJC 112.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisite: CJC 112 or permission of departmental chairperson

**CJC 114 Criminal Law and Procedure III** **S**
This course is a continuation of CJC 112 and CJC 113.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisite: CJC 112 and CJC 113 or permission of departmental chairperson.

**CJC 115 Introduction to Corrections** **W**
This course is designed to discuss the philosophy and history of corrections and provide an overview of career opportunities.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 116 Correctional Management** **S**
This course is structured to familiarize the student with the security procedures of a correctional operation and its effects on correctional personnel and inmates.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 117 Introduction to Courts** **AN**
This course is designed to give a broad overview of the court system on the federal and state levels and its administrative proceedings.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 118 Treatment of the Offender** **AN**
This course is a discussion of theory, practice, and problems in the fields of probation and parole, as well as institutional and community based treatment of the offender.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 180 Industrial and Commercial Security** **AN**
This course is designed to acquaint the student to organization, methods, and techniques for physical protection of industrial and commercial facilities and loss prevention.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 193 Corrections and the Community** **AN**
This course is designed to acquaint the student to the modern correctional role and its accountability to the community including a study of a community based corrections vs. institutionalization.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 201 Juvenile Delinquency** **AN**
This course is a survey of youth crime stressing the role of police in programs of prevention and control.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 203 Police Supervision** **W**
This course is a study on developing supervisory and management techniques employed at various levels of police organization. Strong emphasis is placed on mid-level management and supervision.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 206 Criminal Investigation** **S**
This course is designed to give the student an overview of all types of investigations, crime search techniques, collection and handling of evidence, interviewing, interrogation, obtaining statements, admission, and confessions for court.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 209 Firearms and Self-Defense** **SS**
This course is designed to introduce the student to effective techniques of control and defense that with practice will aid to successfully encounter combative situations that may arise during one's criminal justice career. The course will provide the student with knowledge, judgment, and skill in use of the revolver and shotgun, with safety as the foremost consideration. Offered only in summer quarter and student must furnish own weapons approved by instructor.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: None

**CJC 212 Correctional Supervisory Management** **S**

This course is a study of developing supervisory and management techniques employed at various levels of correctional organizations with strong emphasis on mid-level management and supervision.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 221 Criminology** **F**

This course is a broad overview of the background of criminal behavior in America. Topics discussed will include the effects of organized crime, the control, treatment, and rehabilitation of the criminal behavior.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**CJC 222 Seminar and Project in Criminal Justice** **SS**

This course will introduce the student to a research paper or completion of a project on a subject selected by the instructor. Effort will be given to a topic or project in an area of student's interest and career goals. The course is offered in the summer quarter only.
Contact Hours: 11 (3 class, 8 lab); Credit Hours: 7
Prerequisite: Student must have completed and passed 36 hours of criminal justice courses in the Criminal Justice curriculum

**COE 101 Automotive Co-op I** **S**

This course is an in-shop work experience. Upon completion of this course, the student should be able to produce and describe a master work log sheet containing the various types and number of job tasks completed in an automotive service agency during this cooperative work experience; demonstrate the acquired skills to make the transition from the classroom and lab to an actual job in the automotive industry with little or no difficulty.
Contact Hours: 10 (10 work experience); Credit Hours: 1
Prerequisite: ELN 1101, AUT 1101, AUT 1102a, AUT 1102b, AUT 1107, and permission of instructor

**COE 202 Cooperative Work Experience (Heating)** **W**

This course is an in-the-workplace introduction to the diagnostic procedures used in troubleshooting problems with heating units. The use of tools to diagnose and replace major components of oil, gas, and electric resistance heating equipment is stressed. Hands-on service of failed heating units will be performed by each student under the supervision of a skilled service technician. Start-up of new units and preventive maintenance of older heating units will be performed.
Contact Hours: 20 (20 work experience); Credit Hours: 2
Prerequisite: ELC 1102 and AHR 1115 or permission of instructor

**COE 203 Cooperative Work Experience (Cooling)** **S**

This course is an in-the-workplace introduction to the diagnostic procedures used in troubleshooting problems with cooling units. The use of tools to diagnose and replace major components of comfort cooling air-conditioning equipment is stressed. Hands-on service of failed cooling units will be performed by each student under the supervision of a skilled service technician. Start-up of new units and preventive maintenance of older cooling units will be performed.
Contact Hours: 20 (20 work experience): Credit Hours: 2
Prerequisite: AHR 1114 and AHR 1121 or permission of instructor

**COS 1001 Scientific Study I** **F**

This course is a classroom study of principles related to bacteriology, sanitization and sterilization, anatomy and physiology, and chemistry. In addition, the student is exposed to state laws and regulations of the North Carolina State Board of Cosmetic Art. Procedures to follow in basic first aid, good grooming and personal hygiene, and professional ethics will be discussed. Disorders and diseases of the skin, scalp, hair, and nails will also be emphasized.
Contact Hours: 8 (8 class, 0 shop); Credit Hours: 8
Prerequisite: None

**COS 1001a Scientific Study I** **AN**

This course is a classroom study of principles related to good grooming and personal hygiene, bacteriology, sterilization and sanitation. In addition, the student is exposed to state laws and regulations of the North Carolina State Board of Cosmetic Art. Procedures to follow in basic first aid will also be included.
Contact Hours: 4 (4 class, 0 shop); Credit Hours: 4
Prerequisite: None

**COS 1001b Scientific Study I** **AN**

This course is a classroom study of the principles of chemistry as well as anatomy and physiology as they relate to the study of cosmetic art. An indepth study of the skin, scalp, hair, and nails and their common disorders will be emphasized. Students will be exposed to procedures for developing professionalism within their chosen occupation.
Contact Hours: 4 (4 class, 0 shop); Credit Hours: 4
Prerequisite: None

**COS 1002 Scientific Study II** **W**

This course includes advanced principles in chemistry, bacteriology, good grooming and personal hygiene. Advanced techniques in pin curling, fingerwaving, the use of rollers, and combing will be emphasized. In addition, theory pertaining to the structure, divisions, and growth of the hair will be covered.
Contact Hours: 5 (5 class, 0 shop); Credit Hours: 5
Prerequisites: COS 1001 and COS 1011

**COS 1002a Scientific Study II** **AN**

This course includes advanced principles in chemistry pertaining to forms and properties of matter as well as the chemical composition and uses of cosmetics. Principles of bacteriology will be reviewed and examined in relationship to the study of sanitation and sterilization. Theory pertaining to the factors that affect hair quality, elasticity, tensile strength, and wavability will be covered also.
Contact Hours: 2.5 (2.5 class, 0 shop); Credit Hours: 2.5
Prerequisites: COS 1001 and COS 1011

**COS 1002b Scientific Study II** **AN**

This course includes advanced techniques in pin curling, finger waving, and the use of rollers. Techniques of hairbrushing and blowdrying will be emphasized. A person's attitude toward job success will be examined in terms of character traits as well as human relations skills. The ability to cope with emotions and manage stress and frustration will be heavily emphasized.
Contact Hours: 2.5 (2.5 class, 0 shop); Credit Hours: 2.5
Prerequisites: COS 1001 and COS 1011

**COS 1003 Scientific Study III** **S**

This course includes advanced principles in permanent waving, marcelling, and croquignole curling. Advanced theory in hair coloring, bleaching, frosting, and streaking will also be included. Principles and techniques used in hair relaxing and manicuring will be discussed.

Contact Hours: 5 (5 class, 0 shop); Credit Hours: 5
Prerequisite: COS 1002

**COS 1003a Scientific Study III** **AN**

This course consists of advanced theory in hair coloring, bleaching, frosting, and streaking. Techniques for applying semi-permanent and permanent hair coloring will be emphasized. A basic knowledge of color principles will be used as a framework for working with special hair coloring problems often encountered by the cosmetologist.
Contact Hours: 2.5 (2.5 class, 0 shop); Credit Hours: 2.5
Prerequisite: COS 1002

**COS 1003b Scientific Study III** **AN**

Procedures for giving a professional manicure and pedicure as well as how to apply artificial nails and repair broken nails will be covered. Advanced techniques in giving permanent waves will be discussed along with the theoretical basis of permanent waving the hair. Techniques for chemically relaxing the hair will be emphasized also.
Contact Hours: 2.5 (2.5 class, 0 shop); Credit Hours: 2.5
Prerequisite: COS 1002

**COS 1004 Scientific Study IV** **SS**

Included in this course will be advanced principles in the areas of professional ethics, anatomy and physiology, and scalp treatments along with principles of design for creating hairstyles. Basic principles of electricity and light therapy as they apply to the field of cosmetology are included. Procedures for measuring, shaping, coloring, and conditioning wigs and hairpieces are emphasized. The application of cosmetics and facial care will be studied in terms of various facial types and conditions. An overview of beauty salon management will conclude the course.
Contact Hours: 5 (5 class, 0 shop); Credit Hours: 5
Prerequisite: COS 1003

**COS 1004a Scientific Study IV** **AN**

Methods of maintaining professional standards and ethics when working with clients and colleagues will begin this course of study. Advanced principles of anatomy and physiology will include units of study dealing with the skeletal, muscular, nervous, and circulatory system as applied to the practice of cosmetology as well as a brief introduction to the endocrine, excretory, respiratory, and digestive systems. Major emphasis in this course will be on facials, superfluous hair removal, and makeup application.
Contact Hours: 2.5 (2.5 class, 0 shop); Credit Hours: 2.5
Prerequisite: COS 1003

**COS 1004b Scientific Study IV** **AN**

This course will begin with a study of basic electricity and light therapy as applied to the field of cosmetology. Advanced principles of treating damaged hair and other major hair problems as well as principles of design used in creating hairstyles will be covered. Measuring, shaping, coloring, and conditioning wigs and hairpieces will be included. A study of beauty salon management will conclude the course.
Contact Hours: 2.5 (2.5 class, 0 shop); Credit Hours: 2.5
Prerequisite: COS 1003

**COS 1005 Scientific Study V** **F**

This course consists of a review of the theory portions of the cosmetology curriculum in preparation for taking the State Board of Cosmetic Art examination. Emphasis will be given to the types of questions posed orally as a part of the examination.

Contact Hours: 5 (5 class, 0 shop); Credit Hours: 5
Prerequisite: COS 1004

**COS 1005a Scientific Study V** **AN**
This course consists of a review of the theory portions of the cosmetology curriculum in preparation for taking the State Board of Cosmetic Art examination. Areas to be emphasized include cold waving, finger waving, and coloring and bleaching the hair as well as those areas emphasized by the State Board of Cosmetic Art.
Contact Hours: 2.5 (2.5 class, 0 shop); Credit Hours: 2.5
Prerequisite: COS 1004

**COS 1005b Scientific Study V** **AN**
This course is a continuation of COS 1005a.
Contact Hours: 2.5 (2.5 class, 0 shop); Credit Hours: 2.5
Prerequisite: COS 1004

**COS 1011 Mannequin Practice** **F**
Included in this course are the techniques and applications for shampooing and rinsing hair, giving corrective scalp and hair treatments, applying hair dyes and bleaches, frosting and streaking, demonstrating hairdressing and combing skills, making finger waves, pincurls and roller placements, giving basic hair cuts, and performing care and styling of wigs. The techniques and applications of permanent waving, marcelling, croquignole and hair pressing will also be included.
Contact Hours: 21 (0 class, 21 shop); Credit Hours: 7
Prerequisite or Corequisite: COS 1001

**COS 1011a Mannequin Practice** **AN**
Included in this course are the techniques and applications for shampooing and rinsing hair, and making finger waves, pin curls, and roller placements. Techniques and applications of permanent waving will also be included. Hairdressing and combing skills will be emphasized.
Contact Hours: 9 (0 class, 9 shop); Credit Hours: 3
Prerequisite or Corequisite: COS 1001

**COS 1011b Mannequin Practice** **AN**
Included in this course are the techniques and applications for giving basic hair cuts, corrective scalp and hair treatments, applying dyes and bleaches, frosting and streaking, and performing care and styling of wigs. The techniques and applications of marcelling, croquignole, and hair pressing will also be included.
Contact Hours: 12 (0 class, 12 shop); Credit Hours: 4
Prerequisite or Corequisite: COS 1001

**COS 1022 Clinical Applications I** **W**
This course consists of live model performances in the areas of shampooing, hair shaping, finger waving, and hair styling.
Contact Hours: 24 (0 class, 24 shop); Credit Hours: 8
Prerequisite: COS 1011

**COS 1022a Clinical Applications I** **AN**
This course consists of live model performances in the areas of shampooing and hair shaping.
Contact Hours: 9 (0 class, 12 shop); Credit Hours: 4
Prerequisite: COS 1011

**COS 1022b Clinical Applications I** **AN**
This course consists of live model performances in the areas of finger waving and hair styling.
Contact Hours: 9 (0 class, 12 shop); Credit Hours: 4
Prerequisite: COS 1011

**COS 1033 Clinical Applications II** **S**
This course consists of live model performances in the areas of permanent waving, hair coloring, lash and brow tinting, and manicuring.
Contact Hours: 24 (0 class, 24 shop); Credit Hours: 8
Prerequisite: COS 1022

**COS 1033a Clinical Applications II** **AN**
This course consists of live model performances in the areas of hair coloring and lash and brow tinting.
Contact Hours: 12 (0 class, 12 shop); Credit Hours: 4
Prerequisite: COS 1022

**COS 1033b Clinical Applications II** **AN**
This course consists of live model performances in the areas of permanent waving and manicuring.
Contact Hours: 12 (0 class, 12 shop); Credit Hours: 4
Prerequisite: COS 1022

**COS 1044 Clinical Applications III** **SS**
This course consists of live model performances in the areas of wig care and styling, hair and scalp treatments, facials, massages, packs, and eyebrow arching.
Contact Hours: 24 (0 class, 24 shop); Credit Hours: 8
Prerequisite: COS 1033

**COS 1044a Clinical Applications III** **AN**
This course consists of live model performances in the areas of facials, massages, packs and eyebrow arching.
Contact Hours: 12 (0 class, 12 shop); Credit Hours: 4
Prerequisite: COS 1033

**COS 1044b Clinical Applications III** **A**
This course consists of live model performances in the areas of hair and scalp treatments an wig care and styling.
Contact Hours: 12 (0 class, 12 shop); Credit Hours: 4
Prerequisite: COS 1033

**COS 1055 Clinical Applications IV**
This course consists of live model performances in each of the areas requiring completion for application for examination by the State Board of Cosmetic Art.
Contact Hours: 24 (0 class, 24 shop); Credit Hours: 8
Prerequisite: COS 1044

**COS 1055a Clinical Applications IV** **A**
This course consists of live model performances in the areas of hair and scalp treatments hairstyling and shampooing, hair coloring, and permanent waving.
Contact Hours: 12 (0 class, 12 shop); Credit Hours: 4
Prerequisite: COS 1044

**COS 1055b Clinical Applications IV** **AN**
This course consists of live model performances in the areas of manicuring, lash and brow arching and tinting, facials, hair shaping, and wig care and styling.
Contact Hours: 12 (0 class, 12 shop); Credit Hours: 4
Prerequisite: COS 1044

**CSC 109 Introduction to Computer Programming** **S**
The main focus of this class will be on programming logic and teaching of program analysis using flowcharts and pseudocode. Concepts covered include memory variables, assignment statements, input and output statements, control structures, loops, and arrays. Students will use the program language QBASIC to write simple programs using different programming structures.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisites: CAS 103, CSC 113

**CSC 113 Principles of Computer Math** **F**
This course will introduce the student to algebraic, trigonometric, and logarithmic functions as they relate to computer programming. The course will include the study of number bases, Boolean algebra, variables, assignment statements, relational and logical operators, functions, parameters, and truth tables.
Contact Hours: 2 (2 class, 0 lab); Credit Hours: 2
Prerequisite: None

**CSC 200 Introduction to Visual Basic** **W**
This is a programming course designed to teach students how to write programs in the Windows environment. Topics to be covered include drawing windows, customizing the properties of buttons, creating text boxes, and writing code for associated events. The student must have some basic programming skills (BASIC, BASICA, QUICKBASIC) and a working knowledge of Windows.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisites: CSC 109, CAS 115

**CSC 207 Report Programming** **W**
Students will study the usage of specifications forms in performing arithmetic operations and simple comparison. Other major topics of study will include control breaks, multiple record formats, and looping and branching.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: CSC 109

**CSC 212 Introduction to C Programming** **S**
An introduction to the C programming language. The student will learn how to create and compile C programs using control statements, arrays, strings, pointers, and built-in functions.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisites: CSC 109, CSC 113

**DFT 101 Technical Drafting I** **F**
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, single stroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading, and instrument drawing of principal views, single auxiliary views (primary) will be emphasized. Dimensioning and note practices will be studied with reference to the phasized. Dimensioning and note practices will be studied with reference to the American Association practices. Methods of reproducing drawings will be included at the appropriate time.

Contact Hours: 15 (3 class, 12 lab); Credit Hours: 9
Prerequisite: None

**DFT 102 Technical Drafting II** **W**

This is the second in a series of three technical/mechanical drafting courses. It is a continuation and amplification of the basics learned in Technical Drafting I. The student will study and complete drafting problems in sectioning, multiview projection, revolutions, dimensioning, and tolerancing. Methods of drawing and projecting axonometric drawings will be studied with emphasis on the practical applications of pictorial drawings.
Contact Hours: 15 (3 class, 12 lab); Credit Hours: 9
Prerequisite: DFT 101

**DFT 103 Mechanical Drafting I** **S**

An introduction to mechanical drafting beginning with problems concerning precision and limit dimensioning. Methods of fastening materials, and fasteners: keys, rivets, springs, and welding. Symbols will be studied and drawings will be made involving these items. Principles of design will be introduced with the study of basic mechanisms of motion transfer; gears, cams, power trains, pulleys, belting and methods of specifying and calculating dimensions will be studied. Drawings will be made involving these mechanisms.
Contact Hours: 5 (1 class, 4 lab); Credit Hours: 3
Prerequisites: DFT 101, DFT 102

**DFT 104 Mechanical Drafting II** **AN**

Principles of design drawings, layout drafting, detailing from layout drawings, production drawings and simplified drafting practices constitute areas of study. Specifications, parts lists and bills of materials are emphasized in this course. The student will develop a complete set of working drawings of a tool jig, fixture, or simple structure. He will primarily be concerned with the foundation, floor plan, and the elevation views of the structure.
Contact Hours: 15 (3 class, 12 lab); Credit Hours: 9
Prerequisites: DFT 101, DFT 102, DFT 103

**DFT 209 Computer Aided Drafting and Design** **S**

This course will address a study of an application of computer aided drafting and design (CADD) as it relates to the design process and development of mechanical/engineering drawings. Disciplines such as architectural, electrical, mechanical, and civil will be examined.
Contact Hours: 5 (1 class, 4 lab); Credit Hours: 3
Prerequisite: None

**DIE 1050 Introduction to Diesel Electrical System** **F**

This course will introduce the student to the basic theories of electricity as it applies to diesel powered equipment. Students will learn the function of the starting system, charging system, glow plug system, switches, and wiring. The student will study the test procedures and test equipment used in the diagnosis and repair of the diesel electrical system.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: None

**DIE 1110 Diesel Engines I** **F**

The student will be introduced to the field of diesel mechanics composed of automobiles, farm tractors, and trucks. The student will develop a thorough knowledge and ability in utilizing, maintaining, and caring for hand tools, special tools, and measuring devices required in diesel engine repair and service. The student will be taught the proper use of applicable maintenance manuals. The student will develop a thorough knowledge of the diesel engine's construction, components, disassembly, inspection, repair, and rebuilding, utilizing technical publications,

maintenance manuals, and service bulletins to insure that manufacturers' specifications are met.
Contact Hours: 13 (4 class, 9 shop); Credit Hours: 7
Prerequisite: None

**DIE 1110a Diesel Engines I** **AN**
This course will introduce the student to the field of diesel mechanics. Instruction will be given on using service manuals, tools, and measuring devices. The student will be instructed on how to disassemble and reassemble a Detroit (2 cycle) diesel engine.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: None

**DIE 1110b Diesel Engines I** **AN**
Principles of operation for the 4 stroke cycle diesel engine will be covered. Instruction will be centered on disassembling and reassembling a 6 cylinder Cummins diesel engine.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**DIE 1110c Diesel Engines I** **AN**
This course will deal primarily with automotive and small tractor type diesel engines. Principles of operation for the 4 stroke cycle diesel engine will be reviewed. Opportunities will be provided for disassembling and reassembling a 5.7 liter GM diesel and a 219 cubic inch 4 cylinder John Deere or a volkswagon diesel engine.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**DIE 1111 Diesel Engines II** **W**
The student will study the basic designs and theory of the modern diesel engine, as well as its construction and operating principles. Disassembly, inspection, repair, and reassembly of the diesel engine utilizing safe shop procedures while referring to appropriate technical manuals will be the basis for this course. The proper use of measuring devices and equipment used for rebuilding the diesel engine will be stressed.
Contact Hours: 16 (4 class, 12 shop); Credit Hours: 8
Prerequisite: None

**DIE 1112 Basic Hydraulics** **F**
This course will cover basic theories, adjustments, and repairs of the hydraulic system. It deals primarily with the hydraulics used on farm and construction equipment, such as tractors and backhoes.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**DIE 1144 Introduction to Air Brake Systems** **W**
This course introduces the student to the basics of the air brake systems. It covers the theories, construction, adjustment, and repair of the air brake systems used on trucks, truck tractors, and trailers.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**DIE 1152 Diesel Fuel Systems** **S**
The student will study the operating principles of the modern diesel fuel injection system. Service and minor adjustment of the components in the system will be covered. Diagnosis and correction of problems within the governor, pump, and injectors will be emphasized.

Contact Hours: 7 (4 class, 3 shop); Credit Hours: 5
Prerequisite: None

**DIE 1152a Diesel Fuel Systems** **AN**

The student will study the operating principles of the modern diesel fuel injection system. Service and minor adjustment of the components in the system will be covered. This course deals primarily with Detroit and Cummins fuel systems.
Contact Hours: 3 (3 class, 0 shop); Credit Hours: 3
Prerequisite: None

**DIE 1152b Diesel Fuel Systems** **AN**

The student will study the operating principles of the modern diesel fuel injection system. Service and minor adjustments of the components in the system will be covered. This course deals primarily with the fuel systems used on the 5.7 liter GM diesel, volkswagon diesel, and Mack 6 cylinder diesel engines.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**DIE 1153 Diesel Electrical System Servicing** **S**

This course is designed to give the student hands on practical experience in the repair and troubleshooting of the many components of the diesel electrical system. Principles of electrical wiring and using wiring schematics will be heavily emphasized.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**DIE 1154 Diesel Tune-up and Troubleshooting** **S**

The student will perform tune-up procedures in accordance with manufacturer's specifications utilizing proper methods and testing procedures. Instruction will be given in basic troubleshooting, which can be applied to engine trouble analysis utilizing recommended manufacturers' procedures and proper test equipment to isolate and define the problem.
Contact Hours: 8 (2 class, 6 shop); Credit Hours: 4
Prerequisite: None

**DIE 1154a Diesel Tune-Up and Troubleshooting** **AN**

This course develops the student's ability to perform tune-up procedures in accordance with manufacturer's specifications and testing procedures. The student will perform tune-up procedures on a 6 cylinder Cummins and 6-71 Detroit diesel engine.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**DIE 1154b Diesel Tune-Up and Troubleshooting** **AN**

This course will cover basic tune-up procedures. The student will construct a basic troubleshooting program which can be applied to engine trouble analysis utilizing recommended manufacturer's procedures.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**DIE 1155 Diesel Power Trains** **SS**

This course introduces the student to power train components. It covers the theory of operation, light repairs, and replacement procedures for clutches, transmissions, drive shot u-joints and differentials. Truck and farm tractor power trains will be used in shop activities.
Contact Hours: 8 (2 class, 6 shop); Credit Hours: 4
Prerequisite: None

**DIE 1157 Steering, Suspension, and Brake Systems** **SS**
This course introduces the student to the components that make up the steering, suspension, and foundation brakes. It covers the theory of operation, repair, and replacement procedures for these systems. Shop activities will cover these systems as they apply to trucks and farm tractors.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: None

**DIE 1158 Air Induction and Exhaust Systems** **S**
This is a course designed to give a working knowledge of the construction and operating features of air induction and exhaust system components. It will include servicing, disassembling, and inspecting of blowers and turbochargers, as well as the inspection and replacement of exhaust components.
Contact Hours: 6 (3 class, 3 shop); Credit Hours: 4
Prerequisite: None

**DIE 1159 Diesel Vehicle Air Conditioning Systems** **SS**
This course introduces the student to the air conditioning system used on trucks and farm tractors. The theory of operation, repair, and replacement procedures for the components of the air conditioning system will be covered. The refrigeration system (reefers) on straight trucks and trailers will also be emphasized.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**DRA 100 Introduction to Theatre (THEA 1000)** **S**
Concerns the audience's appreciation of the art of playwright, actor, director, and designer. For nondrama majors.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3; Semester Hours: 2
Prerequisite: None

**ECO 102 Economics I** **W**
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand both in relation to the individual enterprise and to society at large.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**ECO 104 Economics II** **S**
A more in-depth study of principles of economics; topics include the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: ECO 102

**ECO 108 Consumer Economics** **AN**
This course is a study to help students become more informed and better consumers, thereby becoming effective citizens working for a greater awareness of factual information. The course develops attitudes and personal codes of ethics for making real commitments to make positive changes in the American marketplace. The student will be instructed in how to get the most for his dollar by understanding the market system, and how to become a voting consumer knowledgeable of his rights and responsibilities.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

### EDU 102 Care of Infants and Young Children F

This course includes a study of the basic needs of infants and young children. Attention will be given to principles and goals of group care as well as the characteristics of quality caregiving. Developmental considerations as well as methods of satisfying the basic physical, social, emotional, and intellectual needs of young children will be discussed.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

### EDU 104 Art in Early Childhood Education W

The field of art will be examined in terms of promoting self-expression, appreciation, and creativity in young children. Topics will include techniques for: developing creative art activities, learning to use art media, and using resources in teaching selected art skills. Opportunities will be provided for the preparation of bulletin boards and the display of children's work.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

### EDU 105 Safety and First Aid S

Instruction will include techniques required in the following areas: organizing and maintaining a safe and orderly environment, demonstrating safety practices, performing basic first aid and health procedures, and handling emergency situations. Opportunities will be provided for observing and working with children in these areas.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

### EDU 106 Preschool Education I/Child Care Credential I F

This course provides the first half of instruction necessary to qualify for the NC Child Care Credential. This credential prepares an individual for entry-level employment as a teacher in a child care setting. Areas of study include introduction to the child care profession, child growth and development, and getting to know the whole child.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

### EDU 107 Preschool Education II/Child Care Credential II W

This course provides the final half of instruction necessary to qualify for the NC Child Care Credential. This credential prepares an individual for entry-level employment as a teacher in a child care setting. Areas of study include developmentally appropriate practices, positive guidance, and providing a safe and healthy environment.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: EDU 106

### EDU 110 Language Arts F

Instruction is designed to help students understand the development of skills included in a language arts program. A study of the basic skill areas will include listening, verbal communication, written expression, and reading readiness. Activities will be developed to reinforce these specific language areas.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

### EDU 112 Music in Early Childhood S

The study of music appropriate for young children will be examined in terms of promoting both music appreciation and skills. Sessions will include opportunities for developing, evaluating, and participating in musical activities for various age groups. Opportunities will be

provided for preparing assemblies and programs using a variety of materials for dramatic play.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 116 Introduction to the Exceptional Child** **W**
This course will include historical facts as they relate to the study of the exceptional child. Special attention will be focused on recognizing the needs and understanding the legal rights of exceptional children. An overview of the characteristics of children with physical health impairments focusing on learning disabilities, emotional disturbances, mental retardation, Down's Syndrome, cerebral palsy, spinal bifida, autism, fetal alcohol syndrome, and epilepsy will be included. Attention will be focused upon the expected traits of development in each condition listed. Included will be methods of identifying the needs of parents of exceptional children as well.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 120 Health and Nutrition** **SS**
Basic health and nutritional concepts will be studied along with various activities to develop these skills in young children. Communicable diseases and child abuse will be explored in terms of the overall health of a child. Opportunities will be provided for students to practice skills in the areas of routine health tasks, serving meals and snacks, and encouraging self-help skills.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**EDU 121 Literature for Children** **S**
Emphasis will be on the importance of reading to children and improving their listening skills. Stress will be placed on the various types of literature appropriate for young children. Materials and techniques useful in storytelling will be included.
Contact Hours: 2 (2 class, 0 lab); Credit Hours: 2
Prerequisite: None

**EDU 122 Classroom Management** **S**
Techniques in classroom management will be emphasized. Situations will be provided for developing positive teacher-student relationships. Factors that influence self-concept and a child's acceptance of self and peers will be examined in terms of behavior management.
Contact Hours: 6 (4 class, 2 lab); Credit Hours: 5
Prerequisite: None

**EDU 123 Science and Social Studies in Early Childhood** **SS**
Concepts and skills in the fields of both science and social studies will be studied together with learning activities to develop these skills in young children. Opportunities will be provided for the selection of activities to teach specific skills.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisite: None

**EDU 124 Physical Activities for Children** **SS**
Emphasis will be on organizing and teaching games and activities using basic movement skills. The importance of non-structured free play will also be encouraged. Techniques in supervising playground activities will be identified.

Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**EDU 125 Audiovisual Aids** **SS**

Experience in the operation and proper care of equipment and materials will be provided. Sources will be used to collect and maintain an extensive resource file in all subject areas. Opportunities will be provided for making educational materials using various types of equipment.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 126 Learning Disabilities** **F**

This course is an in-depth study of the characteristics and special needs of children with learning disabilities. Emphasis will be placed on teaching strategies and remedial techniques, as well as instruction in using information provided by assessment tools.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 128 Teaching the Moderately/Mildly Handicapped** **F**

This is a study of assessment, curriculum planning, individualized instruction, and the development of special materials designed for moderately and mildly mentally and physically handicapped exceptional children.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 129 Physical Education and Adaptive Recreation** **SS**

This course is a study of modifications and adaptations used in recreation and physical education activities for handicapped children. Discussion and demonstrations of techniques and equipment used in adapting various sports, games and other activities to fit the limitations of the handicapped will be included.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**EDU 200 Introduction to Exceptional Children (SPED 2000)** **F, S**

A general survey of the areas of exceptionality: incidence, causes, education, and rehabilitation of exceptional children.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3; Semester Hours: 2
Prerequisite: None

**EDU 201 Physical Handicaps** **F**

This course includes therapeutic procedures, adapting the physical handling of children to special situations, and adapting feeding procedures. This course will include theory as wel as discussion and participation in handling the physically handicapped child.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite or Corequisite: EDU 116

**EDU 204 Program Planning for Young Children** **F**

This course is a study of the basic planning, principles, and guidelines for identifying, organizing, and implementing appropriate programs for various levels of development. Specia projects will include: pre and post activities, organizing and presenting materials, scheduling using a child's special talent in the program planning process, assessing a child's stage o development, and evaluating and maintaining interest centers.

Contact Hours: 9 (5 class, 4 lab); Credit Hours: 7
Prerequisite: Permission of instructor

**EDU 208 Parent Effectiveness Training** **W**

This course focuses on the parent-child relationship. The quality of that relationship is studied so that students can become more effective in working with parents. Special attention will be given to P.T.A. meetings, volunteer responsibilities, development of skills to improve the child's self image, and suggestions for home learning activities.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 210 Day Care Administration I** **W**

The student will be exposed to the day care governmental requirements for licensing and/or certification and techniques involved in setting up day care centers. Special attention will be given to selecting, supervising, and evaluating staff members. Planning staff development programs and methods of maintaining open communication with staff will also be emphasized.
Contact Hours: 8 (4 class, 4 lab); Credit Hours: 6
Prerequisite: EDU 102 or permission of instructor

**EDU 211 Day Care Administration II** **S**

The student will be exposed to the concepts of organizing and operating day care centers. The student will be instructed in how to establish operational policies and procedures. Special attention will be focused on: providing leadership in planning, organizing and staffing; evaluating and/or modifying existing programs; evaluating, selecting and supervising staff; ordering professional material for staff use; establishing and maintaining open communication with staff; compiling job descriptions and coordinating work to emphasize strengths of each team member; planning a staff development program; selecting and purchasing supplies and equipment; planning special diets and daily and weekly menus; maintaining records related to staff; following accounting procedures; and submitting an annual projected operating budget.
Contact Hours: 8 (4 class, 4 lab); Credit Hours: 6
Prerequisite: EDU 210

**EDU 213 Behavior Modification** **S**

This course is a study of the methods of applying scientific procedures of discipline in order to change children's behavior in a positive way. Attention will be focused on classroom management and guidance techniques, determining appropriate disciplinary action, assisting children in developing self-discipline techniques, and setting standards for behavior appropriate to the developmental level of the child.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**EDU 214 Program Planning for Exceptional Children** **S**

Included in this course will be basic planning, principles, and guidelines for identifying, organizing, and implementing appropriate programs for various levels of development of exceptional children. Discussion will include assessment tools for screening, assessment information for program planning, instructional techniques, activities and crafts, and health and safety practices for exceptional children.
Contact Hours: 6 (4 class, 2 lab); Credit Hours: 5
Prerequisite: Permission of instructor

**EDU 220 Student Practicum** **S**

This course will involve practical experiences in various work situations with opportunities to analyze problems and discuss individual observations. Attention will be focused upon assuming responsibility for assigned children, planning assemblies and programs, maintaining children's records, assessing personal and professional goals and reading professional literature.
Contact Hours: 12 (2 class, 0 lab, 10 work experience); Credit Hours: 3
Prerequisite: Permission of instructor

**EDU 225 Teaching the Severely/Profoundly Handicapped** **W**

Objectives, assessment, methods and materials for teaching severely and profoundly retarded individuals, including adaptive aids for those with multiple handicaps will be emphasized.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: None

**EDU 226 Emotional Disorders** **W**

A study of the development and characteristics of emotional disorders will be emphasized in this course. Assessment techniques as well as methods of working with children exhibiting emotional disorders will be included.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 230 Introduction to Reading Education** **W**

A study of the components of reading, including reading readiness techniques, basic word recognition, and comprehension skills needed for successful reading. The development of planning to include learning materials with emphasis on the design of reading programs.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 234 Constructing Teacher-Made Materials** **S**

A course designed to introduce the student to teacher-made materials in all curricula. Emphasis will be placed on the construction of materials to be used in classroom learning centers. The student will make and demonstrate materials in each curricular area.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 236 Creative Activities** **S**

A course designed to introduce the student to activities in all curricular areas to promote curiosity, creativity, self-expression, and active learning in young children.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**EDU 238 Activities and Crafts for Exceptional Children** **F**

Activities and materials for promoting self-expression in exceptional children will be included. Emphasis will be placed on the use of various creative activities and craft forms as therapy with consideration of appropriate age-level activities and physical and mental abilities. Topics will include techniques for: developing creative art activities, learning to use art media, and using resources in teaching selected art skills.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**ELC 1102 Basic Electricity** F

In this course, principles of basic electrical theory will serve as the foundation for study in the areas of electrical controls, including relays and switches, and electrical transformers. An introduction to the National Electrical Code will also be included. The identification and use of basic tools, test instruments, and equipment used in servicing air conditioning, heating, and refrigeration equipment will be stressed. An opportunity will be given for the student to become exposed to safety principles necessary within the classroom and lab as well as on-the-job situations.
Contact Hours: 7 (3 class, 4 lab); Credit Hours: 5
Prerequisite: None

**ELC 1102a Applied Electricity** AN

The identification and use of basic tools, test instruments, and equipment used in servicing air conditioning, heating, and refrigeration equipment will be stressed. An opportunity will be given for the student to become exposed to safety principles necessary within the classroom and lab as well as on-the-job situations. Principles of basic electrical theory will serve as the foundation for study in this course.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: None

**ELC 1102b Applied Electricity** AN

Principles of basic electrical theory as they relate to electrical controls including relays and switches will be emphasized in this course. Students will be given the opportunity to wire both series and parallel circuits. Principles of magnetism and electromagnetism as well as using Ohm's Law will be discussed.
Contact Hours: 3 (1 class, 2 lab); Credit Hours: 2
Prerequisite: ELC 1102a

**ELC 1104 Industrial Applications of the National Electrical Code** W, SS

This course is designed to assist individuals in the study of those parts of the electrical code which affect the work of an industrial maintenance electrician. It assists individuals in applying the problem solving process of electrical circuits and devices. Electrical mathematical problems, conductor problems, branch circuit calculations and many various types of industrial calculations will be included in this course content.
Contact Hours: 4 (4 class, 0 shop); Credit Hours: 4
Prerequisite: Permission of instructor

**ELC 1112 Direct and Alternating Current** F

This course includes a study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchoff's law and a study of the source of direct current and alternating current voltage potentials will be conducted. Fundamental concepts of alternating current flow, reactance, resistance, power, and capacitive circuits will be explained. System analysis of alternating current circuits will be interpreted.
Contact Hours: 17 (5 class, 12 shop); Credit Hours: 9
Prerequisite: None

**ELC 1113 Alternating Current & Direct Current Machines & Controls** W

This course provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis will be included, as well as the basic

concepts of AC and DC machines and industrial machinery control. An introduction to the different types of controls used in industrial environments, such as thermostats, timers, switches, or sequencing switches and various kinds of electrical control components and circuitry are discussed and demonstrated.
Contact Hours: 17 (5 class, 12 shop); Credit Hours: 9
Prerequisites: ELC 1112 or ELC 1102 and MAT 1101

**ELC 1113a Alternating Current & Direct Current Machines & Controls** **AN**
This course provides fundamental concepts in single and polyphase AC circuits, voltages, currents, power measurements, transformers. Instruction in the use of electrical test instruments in circuit analysis will be included as well as the basic concepts of AC and DC machines. An introduction to the different types of controls used in industrial environments, such as thermostats, timers, switches, are discussed and demonstrated.
Contact Hours: 7 (4 class, 3 shop); Credit Hours: 5
Prerequisite: None

**ELC 1113b Alternating Current & Direct Current Machines & Controls** **AN**
This course provides fundamental concepts in single and polyphase AC circuits used with motors. Instruction in the use of electrical test instruments in circuit analysis involving industrial machinery control will be demonstrated and discussed. An introduction to the different types of controls and/or sequencing switches and various kinds of electrical control components and circuitry are discussed and demonstrated.
Contact Hours: 8 (2 class, 6 shop); Credit Hours: 4
Prerequisite: ELC 1113a

**ELC 1123 Electrical Installation** **S**
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential application such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: BPR 1110

**ELC 1151 Applied Wiring Diagrams** **W**
This course is a specialized study of wiring and schematic diagrams found in heating, air conditioning, and refrigeration systems. Emphasis is placed on reading these diagrams which are used when installing and troubleshooting these units electronically. The student will be able to take the schematic diagram and relate it to the equipment and find the terminals and components found on the diagrams and read voltages at these terminals and components.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: ELC 1102 or permission of instructor

**ELN 1101 Specialized Electronics** **F**
This course is designed to provide the student with knowledge and skills required to understand electrical circuits, electronic components and microprocessor controlled vehicle electrical systems. This course also prepares students for advanced training in diagnosis and repair of computer controlled vehicles.
Contact Hours: 6 (4 class, 2 lab); Credit Hours: 5
Prerequisite: None

**ENG 091 Grammar Fundamentals I** **F, W, S, SS**
This course is designed to teach students the parts of speech and simple sentence patterns. Basic spelling, punctuation, and writing skills will also be emphasized. Students will be required to keep a journal.

Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: None
Corerequisite: PSY 100

**ENG 092 Grammar Fundamentals II** **F, W, S, SS**
Correct grammar usage, types of sentences, basic punctuation, and composition skills will be emphasized in this second-level grammar course. The journal will give students practice in writing compositions. A brief review of parts of speech and sentence patterns will begin the course.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: ENG 091 or satisfactory diagnostic test score

**ENG 100 Prewriting Skills** **F, W, S, SS**
This course is a review of basic grammar and punctuation. Revisions of journals, free writing, and other writings will provide opportunities to apply the concepts studied.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: ENG 092 or satisfactory placement test score

**ENG 101 Composition I** **F, W, S, SS**
This course provides experience in prewriting, writing, and rewriting as preparation for composing written communications in technical areas. Emphasis is on organization, clarity, conciseness, and correctness.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: ENG 100 or satisfactory diagnostic (placement) test scores

**ENG 102 Composition II** **F, W, S, SS**
This course provides experience in writing essays, emphasizing writing as a process. Students will write essays based on personal experience and readings.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: ENG 101 or satisfactory placement/diagnostic test score

**ENG 103 Report Writing** **F, S**
The fundamentals of English are utilized as a background for developing the techniques of modern report writing. Students will complete exercises in primary and secondary research, in organization, in strategy, in format, and in writing. Students gain practical application in the preparation of typical informal business reports as well as the formal research report.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: ENG 102

**ENG 106a Vocabulary (Alternative Learning Center)** **F, W, S, SS**
This course deals with vocabulary building through combining forms. The emphasis is on overlearning of the combining forms so that they can help students unlock the meanings of many words. The combining forms and words presented are a base from which one can increase one's vocabulary quickly and easily. Combining forms and words have been selected on the basis of how often they appear in novels, stories, poems, textbooks, and other nonfiction books, newspapers, and magazines. Words that are commonly used in college lectures are also included.
Credit Hours: 2
Prerequisite: None

**ENG 106b Vocabulary (Alternative Learning Center)** **F, W, S, SS**
Vocabulary 106b provides clear explanations and practical reviews for teaching students how to learn more systematically the meanings of words; determine word meaning by analyzing the base words, affixes, or Latin or Greek elements from which they are formed; and use

a desk dictionary to locate definitions, synonyms, standard English usages, etymologies, pronunciations, and spellings.
Credit Hours: 2
Prerequisite: ENG 106a

**ENG 107 Punctuation (Alternative Learning Center)** **F, W, S, SS**
This course provides a review of the basic areas of punctuation.
Credit Hours: 1
Prerequisite: High school background of English grammar

**ENG 110 Composition (ENGL 1100)** **F, W, S**
Readings and essay assignments designed to introduce principles of expository writing and their application to various writing tasks. Emphasis on methods of organization; techniques for developing unified, well-supported paragraphs and essays; grammatical conventions, proofreading and editing skills; and other important aspects of the writing process.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3

**ENG 120 Composition (ENGL 1200)** **W, S, SS**
Instruction in critical reading, library research, and research writing, including analytical and argumentative writing.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: ENG 110

**ENG 204 Oral Communications** **W, S, SS**
Activities in this course are designed to give the student experience in speaking with and to others in job-related situations. Opportunities to improve listening skills, voice quality, diction, pronunciation, and poise are provided.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: ENG 100 or satisfactory diagnostic test score

**ENG 207 Technical Communications** **SS**
The fundamentals of English are utilized as a background for training the student to prepare written communications for business and industry.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: ENG 102

**ENG 210 Major British Writers (ENGL 2100)** **W**
Major works of English literature.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisites: ENG 110, ENG 120

**ENG 220 Major American Writers (ENGL 2200)** **F**
Major works of American literature before World War II.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisites: ENG 110, ENG 120

**ENG 1102 Communication Skills** **F, S**
This course is designed to promote effective communication through the practice of good language habits in speaking and writing.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: ENG 091 or satisfactory placement test scores

**GEO 210 World Geography: Developed Regions (GEOG 2100)** **AN**

An introductory survey of the regions of the U.S. and Canada, Western Europe, Eastern Europe, Soviet Union, Australia, and Japan. Emphasizes geographic aspects of the physical environment, population, economy, resources, and current issues in each region.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**GEO 211 World Geography: Less Developed Regions (GEOG 2110)** **S**

An introductory survey of the regions of Latin America, Sub-Saharan Africa, North Africa and the Middle East, South Asia, Southeast Asia, and China. Emphasizes geographic aspects of the physical environment, population, economy, resources, and current issues in each region.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**GER 101 German I (Alternative Learning Center)** **AN**

This course consists of a text-tape approach to the study of beginning German. The student will learn to speak, write, and read simple German, as well as comprehensive spoken German.
Credit Hours: 5
Prerequisite: Elementary reading level of English

**GRO 106 Mental Health and Aging** **F**

This course describes the psychopathologies of older adults in late life. These disorders/diseases are described in terms of assessment, diagnosis, treatment, and outcome. Mental health services and prevention strategies to alienate or ameliorate these conditions are presented.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisites: BIO 123, PSY 110, PSY 120, MHT 102, MHT 113

**HEA 101 Health in Modern Society (HLTH 1000)** **F, S**

An investigation of mental, social, and physical health problems related to man's internal and external environments in technological and leisure-oriented societies.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3; Semester Hours: 2
Prerequisite: None

**HIS 101 Western Civilization I** **AN**

A general survey of the ancient near East; the classical civilizations of Greece and Rome; the new religious civilizations of the early Middle Ages; and the Renaissance.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: None

**HIS 102 Western Civilization II** **AN**

A survey of the Age of the Reformation; exploration, colonization, and the Commercial Revolution; the Age of Absolutism; the Intellectual Revolution; the Age of Democratic Revolutions; and the Napoleonic Era.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: None

**HIS 103 World History (Alternative Learning Center)** **F, W, S, SS**

This course is a study of the history that shaped Western society with particular emphasis on cultural history—the history of art, science, and philosophy. This historical account surveys the history of Europe from prehistoric beginnings to the present day.
Credit Hours: 3
Prerequisite: None

**HIS 104 Afro-American History (Alternative Learning Center)** **F, W, S, SS**
This course is an account of essential facts in the history of the American Negro from his ancient African beginning to the present time. This course also fully chronicles the role of the Negro during the Colonial period, the Revolutionary War, the Civil War era, and on into the twentieth century sweep of events that brought the black man and his struggle for social and economic equality to the forefront of American life.
Credit Hours: 3
Prerequisite: None

**HIS 130 World Civilizations to A.D. 1500 (HIST 1030)** **W**
The evaluation of world civilization from prehistory to 1500.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**HIS 131 World Civilizations Since A.D. 1500 (HIST 1031)** **S**
World civilizations since A.D. 1500 and their economic, social, cultural, and political development.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**HIS 150 American History to 1877 (HIST 1050)** **F**
The history of the United States from the discovery of America in 1492 to the end of Reconstruction.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**HIS 151 American History Since 1877 (HIST 1051)** **W**
The history of the United States from Reconstruction to the present.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**HYD 1140 Hydraulics-Fundamentals** **W**
This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators and basic maintenance procedures.
Contact Hours: 6 (3 class, 3 shop); Credit Hours: 4
Prerequisite: None

**HYD 1140a Hydraulics - Fundamentals** **AN**
This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations.
Contact Hours: 2 (2 class, 0 shop); Credit Hours: 2
Prerequisite: Permission of instructor

**HYD 1140b Hydraulics - Fundamentals** **AN**
This course is a continuation of MEC 1140a. This course covers such topics as the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators, and basic maintenance procedures.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: Permission of instructor

**INS 247 Business Insurance** **F**
Designed to familiarize the student with the elements of risk, probability theory, and its application to insurance, and the underlying legal principles of insurance contracts, after which, various types of personal and property insurance contracts are surveyed.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**ISC 1101 Industrial Safety** **F**
A study of the development of industrial safety: accident occurrence and prevention: analysis of accident causes and costs; basic factors of accident control: safety education and training; accident reporting and records; employer and employee responsibility: safety organizations; first aid; mechanical safeguards; personal protective equipment use; materials handling; fire prevention and protection; safety codes; and accident statistics.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**LIB 101 Research Skills (LIBS 1000)** **F, S**
Designed to introduce college freshmen to the library and its resources.
Contact Hours: 1.5 (1.5 class, 0 lab); Credit Hours: 1.5; Semester Hours: 1
Prerequisite: None

**LIB 102 Library Skills (Alternative Learning Center)** **F, W, S, SS**
This course is designed to introduce students to the academic library, its resources, and basic research skills.
Credit Hours: 2
Prerequisite: None

**MAS 1101 General Masonry** **SS**
The history of the bricklaying and masonry industry, raw materials, basic manufacturing processes and terminology. Clay and shell brick, mortar, laying foundations, cutting masonry materials, bonding, and the use, care, and maintenance of tools. Practice is given in selecting the proper mortars, layout and construction of various building elements.
Contact Hours: 18 (6 class, 12 shop); Credit Hours: 10
Prerequisite: None

**MAT 091 Basic Math I** **AN**
This course is designed to aid students who have deficiencies in the basic math skills. The course includes the competencies needed to apply the four operations of whole numbers and fractions. The course will also emphasize the concept of measurement.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: None

**MAT 092 Basic Math II** **F, W, S, SS**
This course is designed to strengthen students' basic math skills. The course includes the four arithmetic operations with fractions and decimals along with an introduction to percents.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: MAT 091 or satisfactory placement/diagnostic test score

**MAT 093 Basic Math III** **F, W, S, SS**
This course is designed to strenghten students' math skills. The course begins with a review of fractions and decimals. The course also includes such topics as ratios and proportions, integers, exponents and roots, order of operations, simple equations, and percent problems.

Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: MAT 092 or satisfactory placement/diagnostic test score

**MAT 100 Prealgebra** **F, W, S, SS**
This course is designed to prepare students for curricular algebra courses. Topics include integers, exponents, linear equations, and polynomials.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: MAT 093 or satisfactory placement/diagnostic test score

**MAT 101 Basic Algebra** **F, W, SS**
This course includes the traditional topics of algebra. Course content includes sets, real numbers, linear equations and inequalities, absolute value, exponents, polynomials, and quadratic equations.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: MAT 100 or satisfactory placement/diagnostic test score

**MAT 102 Geometry** **W**
This course is designed to familiarize the student with the basic topics of geometry. The study will include such topics as graphing, logarithms and exponents, and variation. In addition, the student will work with various geometric shapes concentrating on triangles, circles, and geometric solids.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: MAT 101

**MAT 103 Trigonometry** **S**
This course is designed to incorporate the principles of arithmetic, algebra and geometry in solving practical problems related to angles and triangles. More specifically, the student will determine values of trigonometric functions, solve right angle related problems, graphically represent trigonometric functions and concentrate on topics related to oblique triangles.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: MAT 102

**MAT 107 Math for Nurses** **F**
This course is designed to strengthen students' math skills. The course begins with a review of fractions and decimals. The course also includes such topics as ratios and proportions, integers, exponents and roots, order of operations, simple equations, and percent problems.
Contact Hours: 3 (1 class, 2 lab); Credit Hours: 2
Prerequisite: MAT 100 or satisfactory placement/diagnostic test score

**MAT 110 Business Math** **F, W, S, SS**
This course offers the student practical business applications of basic mathematics. Emphasis is given to calculations and the solution of problems associated with bank statements, percents, payroll, finance, and simple statistics.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: MAT 093 or satisfactory placement/diagnostic test scores

**MAT 165 College Algebra (MATH 1065)** **F, W**
Covers the usual topics: sets; linear, quadratic, polynomial, and exponential functions; inequalities; permutations; combinations; the binomial theorem; and mathematical induction.
Contact Hours: 5.5 (3.5 class, 2 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: Satisfactory placement test score or MAT 101

**MAT 174 Applied Trigonometry (MATH 1074) S**
A study of trigonometry emphasizing the practical and computational aspects of the subject. The properties of the trigonometric functions: use of tables, interpolation, logarithms, solution of right and oblique triangles, and applications.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3; Semester Hours: 2
Prerequisite: MAT 165 or equivalent

**MAT 221 Calculus for Life Sciences I (MATH 2121) AN**
Introductory differential calculus with applications for students in the biological sciences. Introduction to and differentiation of the exponential and periodic phenomena, related rates, regions of increase, and extrema.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: MAT 165 or equivalent

**MAT 227 Basic Concepts of Mathematics (MATH 2127) S**
The system of real numbers and subsystems and their properties from an algebraic viewpoint. Statistics and number theory are also introduced.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester hours: 3
Prerequisite: Satisfactory placement test score or MAT 101

**MAT 283 Statistics for Business (MATH 2283) W**
Sampling and probability distributions, measures of central tendency and dispersion, hypothesis testing, Chi-square, regression.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: MAT 165 or equivalent

**MAT 1101 Fundamentals of Mathematics F**
This course is designed to provide practical applications of basic math skills. The course includes the four arithmetic operations with fractions and decimals along with an introduction to percents. Other topics include measurement, graphs, and the electronic calculator.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: MAT 092 or satisfactory placement/diagnostic test score

**MAT 1101r Fundamentals of Mathematics-Applications W**
This course consists of applications of concepts of basic mathematics studied in MAT 1101 to the individual's area of interests such as welding, automotive mechanics, carpentry, air conditioning, etc.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: MAT 1101

**MAT 1109 Basic Mathematics W**
This course is designed to provide the college student with a review of basic mathematical skills. Topics include whole numbers, decimals, fractions, ratios, percents, proportions, and systems of measurement.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: Satisfactory placement test scores or completion of appropriate courses in the Guided Studies Department

**MEC 1115 Treatment of Ferrous Metals W**
Investigates the properties of ferrous metals and tests to determine their uses. Instruction will include some chemical metallurgy to provide a background for the understanding of the physical changes and causes of these changes in metals. Physical metallurgy of ferrous metals, producing iron and steel, theory of alloys, shaping and forming, heat treatments for

steel, surface treatments, alloy of special steel, classification of steels and cast iron will be topics for study.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**MHT 102 Introduction to Behavioral Health Services** **F**
This course provides the student with an introduction to the treatment and services offered in a variety of helping fields, including mental health facilities, social services agencies, drug and alcohol rehabilitation centers, psychiatric hospitals, and other specialized facilities dealing with the emotional needs of people in crisis. The course will examine the historical development of psychiatric care and mental health treatment within the United States. Special attention will be given to the change of paradigm evolving in our modern society and its impact on job function within the field. Focus will be toward the students' awareness of their own emotional needs and development. Finally, the course will include a general overview of the entire program of Mental Health Associate.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: Satisfactory test scores or completion of developmental courses

**MHT 103 Interpersonal Communication Skills** **W**
In this course the student will examine personal styles of communication with family, peers, authorities, at work or school, with parents, self, and in the role of a counselor. Special consideration and time will be spent on a deeper understanding of each person as a communicator; how that is carried out, the effective or nonproductive methods used, goals and needs of the individual. Students will participate in a variety of group experiences to gain the self-knowledge necessary to function as productive and professional counselors.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: ENG 101

**MHT 107 Basic Counseling Skills** **S**
Basic counseling practices and principles are discussed. Various models of problem-solving methods are examined and role played. Attention is given to methods of addressing special and specific situations. An overview of the general application of counseling in the field of mental health treatment is provided. In conjunction with these skills, the development of the individual is contrasted to needs in an emotional crisis.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: ENG 101

**MHT 111 Crisis Intervention** **SS**
Study of different crisis situations including the chemically dependent individual, family, suicide, physical abuse and violence, sexual abuse, emotional disturbance, financial crisis, problems arising from a destructive nature such as natural disaster or other situations that place an individual or group of people in need of emergency care and follow support. Skill building in crisis communication, stress management, responsible assertiveness, decision making, and referral is stressed. Students also will be introduced to the model of intervention and how to assist in its facilitation by professionals. Included is the training for hot line crisis telephone service.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisites: BIO 123, PHY 110, MHT 118
Corequisite: MHT 115

**MHT 113 Human Behavior and Social Problems** **S**

Contemporary social problems such as family disorganization, crime and delinquency, poverty, discrimination, physical and sexual abuse, violence, education systems, and the overall situations within society as they impact on the individual, the collective family, and society are examined. Causes and contributing factors are researched along with the need for potential solutions and manner of implementation are named. Attention is placed on the current trends in society as they may impact on these problems. Students are asked to identify ways they have some impact on making changes. Close attention is paid to relate the problems to human behavior and its development.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisites: MHT 103, MHT 111

**MHT 114 Introduction to Behavior Modification** **S**

This course examines motives and motivators for human behaviors. Emphasis is placed on the application of conditioning principles in a variety of applied settings, measurement and evaluation of program effectiveness, and implementation and appropriateness of behavior modification techniques. The student will also examine ethical issues and considerations when behavioral therapy is introduced in settings such as outpatient clinics and residential treatment facilities.
Contact Hours: 3 (3 class, 0 lab, 0 clinical); Credit Hours: 3
Prerequisite: PSY 110, MHT 113

**MHT 115 Health Care Skills** **SS**

This course focuses on procedures and practices commonly used to meet client needs in a health care setting. It emphasizes principles and techniques of emergency care. Skill development will include management of medical emergencies, preventive-intervention techniques, and cardiopulmonary resuscitation. Laboratory and clinical practice in basic health care skills is included.
Contact Hours: 10 (2 class, 2 lab, 6 clinical); Credit Hours: 5
Prerequisite: BIO 123, EDU 116, MHT 118

**MHT 118 Addiction: The Individual and Family Systems** **S**

This course connects the relationship of addiction to human behavior, society, and family systems. The addictive personality and its relationship to the use of chemicals and other situations or substances is examined. The issues of co-dependency, children of alcoholics and addicts, and other forms of addiction are discussed. Methods of treatment are outlined along with the connections to on-going recovery within family units. The process of addiction as it appears in society is explored. The overall intent is to bring together the cognitive understanding of drug use to the recovery process in all areas of an individual's treatment and show the relationship to systems theory as it applies to family units. Focus includes the application of interviewing and counseling skills in the area of substance abuse. Assessment, diagnosis, and treatment planning related to substance abuse is included. Program planning and evaluation are discussed.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: BIO 123, PSY 110

**MHT 202 Study of the Twelve Steps** **F**

This course is a study of the various support groups based on the Twelve Step Model, their formation and relationship to the treatment of addiction and recovery from the various forms of addiction. Specific focus will be on the evolution and use of the Twelve Steps and Twelve Traditions in the professional setting. The history of A.A. (Alcoholics Anonymous) and N.A. (Narcotics Anonymous) is discussed along with the occurrence of other groups based on this

model. Included is the relationship of the programs to the agency and the treatment of the individual. Students will become familiar with the meetings through attendance at weekly open meetings and the method of referral to the meetings.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: MHT 118

**MHT 205 Group Process** **W**
This course is designed for the student to gain a broad understanding of group development, dynamics, and process. The student is introduced to group roles and group leadership styles. Emphasis is placed on the development of effective group techniques. The treatment of drug and alcohol addiction in groups is discussed. In the laboratory component, students will observe, evaluate, and actively participate in group activities.
Contact Hours: 5 (3 class, 2 lab, 0 clinical); Credit Hours: 4
Prerequisite: MHT 107, MHT 230

**MHT 209 Ethics and Professional Relationships** **F**
This course provides an understanding of professional functions in the mental health field, including professional ethical standards, legal aspects of counseling, confidentiality, patient rights, drug laws and consequences, impact of local, state and federal laws and regulations in treatment of emotional and social problems. The study will address the impact these areas have on treatment and include case management, documentation, client/counselor relationships. Special concern is placed on the individual as counselor and his/her own unique and personal code of ethics. Information is provided on various professional organizations and the process of acquiring certification is provided so each student can begin his/her process toward certification in N.C.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisites: MHT 103, MHT 111, MHT 113

**MHT 215 Introduction to Psychopathology** **W**
This course will study the causes and nature of mental disease and the psychopathological makeup of each major disorder as distinguished in the standard for diagnosis and treatment as set forth by the American Psychiatric Association. Students will gain an orientation to the DSM-IV and its use in diagnosis and treatment. Included will be an introduction to the use of psychotropic medication. The relationship of physical and mental conditions also will be addressed. Examination of the case study as it is used in human services settings and how to gather information, sort data, write, and present the case study are included.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisites: BIO 123, PSY 205, MHT 118, MHT 230

**MHT 230 Counseling Theory and Methods** **F**
This course continues the examination of communication in the counseling field, yet provides a greater indepth study of the theories and models as developed by mental health professionals. The student will research the application of these major theories in treatment of emotional disorders. Each student will examine and research in greater detail a specific model. Also included is a historical perspective of counseling theories as integrated with developmental theories.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisite: MHT 107, MHT 114, PSY 205

**MHT 231 Case Management** **S**
This course will examine and define aspects and skills of coordination, application, referral, and evaluation of client needs associated with the practice of case management. It will include the appropriate procedures of documentation in a variety of mental health situations. The

history and development, along with the current trends, of case management will be studied. This course also surveys the different views of case management and draws together the integration of practice and goals of treatment of an individual in need of psychiatric or social assistance. Practice will be included in chart organization, writing of clinical notes, and treatment planning.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: ENG 102, CAS 103, MHT 205, MHT 215, MHT 230

**MHT 240 Mental Health Associate Practicum** **S or AN**
Students will spend at least 165 hours as interns in agencies providing mental health, social service, substance abuse, or rehabilitation services. This course will provide the hands on experience of advanced training and direct care in the different aspects of mental health/behavioral health services. The course also will include segments of supervision and classroom support for sharing and discussions of clinical situations. The content will demonstrate application of the learned skills from classroom instruction.
Contact Hours: 17 (2 class, 15 clinical); Credit Hours: 7
Prerequisites: All other MHT courses, EDU 116, PSY 205
Corequisite: MHT 231

**MKT 232 Sales Development** **S**
This course is a study of the principles of selling and their role in the marketing process. Emphasis will be placed on the development of the skills needed to succeed in a career as a field sales representative. Steps in the selling process both before, during, and after a sales call will be analyzed in detail. In addition, the student will be required to develop a sales presentation and role play the presentation in class. Various types of sales positions along with the characteristics of a successful salesperson will also be discussed.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**MKT 239 Marketing** **W**
The student will study problems of and be able to apply principles for marketing goods and services in a free enterprise system. Emphasis will be placed on product selection and development, channels of distribution, and pricing policy and structure.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**MKT 243 Advertising** **AN**
Designed to familiarize the student with the role of advertising in a free enterprise system. Emphasis is placed on the selection of media, advertising appeals, product and market research, and means of testing effectiveness of advertising.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**MKT 245 Retailing** **AN**
A study of the role of retailing in the economy including developments and changes occurring in the retail structure, functions performed, principles governing effective operations, and managerial problems resulting from current economic and social trends.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**MNT 1133 Electrical and Mechanical Maintenance I** **S**
Electrical and Mechanical Maintenance acquaints the student with the basic fundamentals of installation, maintenance, repair and proper adjustments of machinery. Installation and maintenance of electrical, mechanical, hydraulic, and pneumatic devices as well as the location,

leveling, rigging and fastening of these devices are covered. The use of precision measuring devices and tools will be used in checking accuracy, squareness, alignment, and correct centerline distances for pre-start conditions.
Contact Hours: 9 (3 class, 6 shop); Credit Hours: 5
Prerequisite: HYD 1140, BPR 1104, BPR 1113

**MNT 1133a Electrical and Mechanical Maintenance I** **AN**
This course is an electrical and mechanical maintenance course which acquaints the student with the basic fundamentals of installation, maintenance, repair, and proper adjustments of machinery.
Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisites: HYD 1140, BPR 1104, BPR 1113 and/or permission of instructor

**MNT 1133b Electrical and Mechanical Maintenance I** **AN**
This course is a continuation of MEC 1133a. Installation and maintenance of electrical, mechanical, hydraulic and pneumatic devices will be covered. The use of precision measuring devices and tools will be used in checking for accuracy, squareness, alignment and correct centerline distances for pre-start conditions.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: Permission of instructor

**MNT 1134 Electrical and Mechanical Maintenance II** **SS**
Electrical and Mechanical Maintenance provides students with practical experience in wiring, installing, and connecting the various types of electrical control circuits for lighting, heating, and power installations used in industrial environments. Training is provided in the identification and testing of circuits, in making mechanical adjustments, and in troubleshooting and maintaining various types of machines. Schematic diagrams showing the plans of operation for each system, electrical or mechanical, are used.
Contact Hours: 9 (3 class, 6 shop); Credit Hours: 5
Prerequisite: MNT 1133

**MUS 228 Music Appreciation (MUSC 2208)** **W**
Introduction to the basic materials of music and their utilization in the understanding and enjoyment of music of different styles and periods. Includes lectures and live performances. Emphasizes development of aural awareness.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3; Semester Hours: 2
Prerequisite: None

**NUR 110 Introduction to Nursing** **F**
This course introduces students to the practice of nursing, providing opportunities for students to gain knowledge of basic concepts and principles essential to nursing practice. The nursing roles of provider of care, manager of care, and member of discipline serve as the organizational framework for presentation of content. An emphasis on the role of the nurse as provider of care includes an introduction to concepts of nursing process, human needs, functional health patterns, health and wellness, communication and documentation, administration of medications, client education, asepsis, and health assessment. Theory related to selected basic nursing skills will be presented using functional health patterns as an organizing framework, and an opportunity to perform these skills will be provided in the on-campus laboratory. The sleep-rest pattern will be covered in its entirety. Within the role as manager of care the student will be introduced to concepts of leadership, management, and health care delivery systems. Within the role of member of discipline content will examine the development of nursing as a profession, roles and responsibilities of nurses, practice setting, and the legal

and ethical accountability of nurses. Students will begin exploring the concept of human beings as holistic, representing an integration of biological, sociological, and psychological components. Students will be introduced to the concept of caring as a central process in nursing.
Contact Hours: 12 (6 class, 6 lab, 0 clinical); Credit Hours: 9
Prerequisite: Admission to the Associate Degree Nursing program
Pre/corequisites: MAT 107, PSY 120, BIO 224

**NUR 120 Adult-Child Nursing I** **W**
This course is designed to build upon principles and practices of nursing presented in Introduction to Nursing (NUR 110). Emphasis will be placed on the provider of care role, with student learning opportunities directed toward beginning understanding of the nursing process in the delivery of basic nursing care for clients across the lifespan experiencing common health needs/problems related to the health perception/health management and the nutrition-metabolic functional health patterns. An opportunity to perform advanced skills related to these patterns will be provided in laboratory and clinical agency settings. Within the role of manager of care student learning opportunities will be directed toward organization of nursing care for one client. Concepts will include health care delivery systems and reimbursement methods, cost-effectiveness, leadership and management theories and time management principles. Within the role of member of discipline, learning opportunities will be designed to increase understanding of nursing as a caring profession, educational preparation and career opportunities, legal responsibilities, and ethical theories. Ethical issues related to health perception/health management and nutrition-metabolic patterns will be addressed.
Contact Hours: 16 (6 class, 4 lab, 6 clinical); Credit Hours: 10
Prerequisites: NUR 110, MAT 107, PSY 120, BIO 224
Pre/corequisites: PSY 110, BIO 225

**NUR 130 Adult-Child Nursing II** **S**
This course is designed to build upon concepts presented in Adult-Child Nursing I (NUR 120). Emphasis is placed on the provider of care role, with student learning opportunities directed toward participation in the use of the nursing process to promote the health of clients across the lifespan experiencing common health needs/problems related to the functional health pattern activity-exercise. An opportunity to perform advanced skills related to activity-exercise will be provided in laboratory and clinical agency settings. Within the role of manager of care, student learning opportunities will be directed toward organization of nursing care for two or more clients. Concepts will include client advocacy, principles of delegation, organizations and their philosophies, stress management, and nursing management principles. Within the role of member of discipline, learning opportunities will be designed to increase student ability to relate an understanding of nursing as a caring profession, responsibility for nursing care delivered, ethical and legal standards for practice, and own learning needs. Concepts will include nursing education issues, professional organizations and growth opportunities, ethical decision making framework, and factors influencing ethical decision making. Ethical issues related to the activity-exercise pattern will be addressed. Legal issues for nurse managers will be introduced. Political power in the health care system will be discussed.
Contact Hours: 17 (6 class, 2 lab, 9 clinical); Credit Hours: 10
Prerequisites: NUR 120, PSY 110, BIO 225
Pre/corequisites: SOC 211, ENG 110

**NUR 140 Adult-Child Nursing III** **SS**
This course is designed to build upon concepts presented in Adult-Child Nursing II (NUR 130). Emphasis is placed on the provider of care role, with student learning opportunities directed toward beginning application of the nursing process to promote health of clients

across the lifespan experiencing common health needs related to the functional health patterns role-relationship and sexuality-reproductive, incorporating consideration of family members and significant others. An opportunity to perform advanced skills related to these patterns will be provided in laboratory and clinical agency settings. Within the role of manager of care, student learning opportunities will be directed toward developing a beginning ability to collaborate with health team members to provide nursing care for two or more clients. Concepts will include conflict, conflict resolution, challenges associated with delegation, problem solving and decision making. Within the role of member of discipline, learning opportunities are designed to facilitate incorporation of principles of caring, and ethical-legal standards for practice, in acceptance of responsibility for nursing care delivered and in meeting needs for professional development. Concepts will include political process, credentialing, certification, employment issues, and cultural influences in caring. Ethical issues related to the role-relationship pattern and the sexuality-reproductive pattern will be addressed.
Contact Hours: 17 (6 class, 2 lab, 9 clinical); Credit Hours: 10
Prerequisites: NUR 130, SOC 211, ENG 110
Pre/corequisite: BIO 206

**NUR 200 Transition Nursing** **SS**
This course is designed to assist the LPN to make a successful transition into the second year of the ADN curriculum. The focus of the course in both theory and clinical will be application of the nursing process, nursing diagnoses, functional health patterns, and health assessment.
Contact Hours: 6 (4 class, 2 lab, 0 clinical); Credit Hours: 5
Prerequisite: Must be LPN who has or is completing requirements to enter ADN program in the upcoming fall quarter
Clinical Learning Environment: On-Campus Laboratory

**NUR 210 Adult-Child Nursing IV** **F**
This course is designed to build upon concepts presented in Adult-Child Nursing III (NUR 140). Emphasis will be placed on the provider of care role, with student learning opportunities directed toward application of the nursing process to promote the health of clients across the lifespan experiencing common health needs/problems related to the cognitive perceptual and elimination functional health patterns. An opportunity to perform advanced skills related to these patterns will be provided in laboratory and clinical agency settings. Within the role of manager of care student learning opportunities will be directed toward collaboration with health team members to provide care for two or more clients. Concepts will include caring and nurse managers, standards of care, quality assurance and improvement processes, risk management, communication responsibilities, care delivery systems, and differentiated nursing practice. Within the role of member of discipline, learning opportunities will be designed to facilitate application of principles of caring, and ethical-legal standards of practice, in accepting accountability for nursing care and meeting needs for professional development. Concepts will include career goals and marketing strategies, transition from student to professional issues, and ethical dilemmas related to the cognitive-perceptual and elimination functional health patterns.
Contact Hours: 17 (6 class, 2 lab, 9 clinical); Credit Hours: 10
Prerequisites: NUR 140, BIO 206
Pre/corequisites: SPH 205

**NUR 220 Adult-Child Nursing V** **W**
This course is designed to build upon concepts presented in Adult-Child Nursing IV (NUR 210). Emphasis is placed on the provider of care role, with student learning opportunities directed toward advanced application of the nursing process to promote the health of clients

across the lifespan experiencing common health needs/problems related to the functional health patterns self-perception-self-concept, coping stress-tolerance, and value-belief, incorporating consideration of family members and significant others. An opportunity to perform advanced skills related to these patterns will be provided in laboratory and clinical agency settings. Within the role of manager of care student learning opportunities will be directed toward coordinating delivery of comprehensive nursing care for three or more clients. Concepts will include technology and information systems, team building, classification of clients, staffing, and scheduling. Within the role of member of discipline, learning opportunities will be designed to enhance modification of own nursing practice based on analysis of ethical-legal standards for care, human caring, and professional development activities. Concepts will include ethical dilemmas related to the self-perception-self-concept and coping stress-tolerance functional health patterns, as well as legal and ethical issues associated with technology.
Contact Hours: 17 (6 class, 2 lab, 9 clinical); Credit Hours: 10
Prerequisites: NUR 210, SPH 205

**NUR 230 Adult-Child Nursing VI** **S**
This course is designed to build upon concepts presented in Adult-Child Nursing V (NUR 220). Emphasis will be placed on the manager of care role, with student learning opportunities directed toward participation in evaluation of the quality of nursing care delivery for a group of clients. Concepts will include organizational effectiveness, change process, organizational committee structures, budgeting principles, improving effectiveness of health care team, and managing the care of clients in the community/home care setting. Within the role of member of discipline learning opportunities will be directed toward modification of own nursing practice based on evaluation of ethical, legal, and professional standards of care for decision making, professional development activities, and the art of human caring. Concepts will include research in nursing, legal issues related to the care of clients in the community and managers of client care, role of the Associate Degree Nurse in the care of clients in the community, caring in the health care community, quality assurance in community nursing, community health care delivery systems, and ethical issues in managing the care of clients in the hospital/community setting. Within the provider of care role, learning opportunities are directed toward independent utilization of critical thinking skills in application of the nursing process to promote optimal human functioning and health of clients across the lifespan experiencing complex health needs/problems. Incorporation of all functional health patterns in the care of a group of clients with complex health needs/problems in the structured health care setting will be emphasized. Concepts, skills, and nursing care of clients in the community will be addressed.
Contact Hours: 18 (4 class, 2 lab, 12 clinical); Credit Hours: 9
Prerequisite: NUR 220
Pre/corequisite: ENG 120

**NUR 3023 Nursing Assistant I** **F, W, S**
The Nursing Assistant I course prepares graduates to provide personal care and perform basic nursing skills for the elderly and other adults. Emphasis is on the process of aging, including the mental, social, and physical needs of the elderly; patient's rights; nutrition management; elimination procedures; safe environment; restorative services; personal and special care procedures and activities; human body structure and function and related common diseases/disorders; communication and documentation; death and dying; and the roles of the nursing assistant and health team members. A skills/competency evaluation is required for determining student competency. The course includes class, laboratory, and clinical learning experiences. Clinical learning experiences may be obtained in long-term care facilities, hospitals, and home health agencies. Upon satisfactory completion of the course and

the skills/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide I by the North Carolina Division of Facility Services and for admission to NUR 3024 Nursing Assistant II. In all employment settings, the registered Nurse Aide I will work under the direction and supervision of licensed personnel.
Contact Hours: 10 (6 clinical, 2 class, 2 lab); Credit Hours: 5
Prerequisite: Satisfactory diagnostic reading test score
Corequisite: NUR 3025

**NUR 3024 Nursing Assistant II** **F, S**
The Nursing Assistant II course prepares graduates to perform more complex skills for patients or residents regardless of the setting. Emphasis is on infection control including principles of sterile techniques and dressing changes for wounds over 48 hours; fingersticks for blood glucose testing; elimination procedures including catheterizations, irrigations, and care of established ostomies; intravenous site care, observation and removal; oropharyngeal/nasopharyngeal suctioning; established tracheostomy care; observation and maintenance of oxygen therapy; breaking/removing fecal impactions; enteral nutrition for existing infusions and roles of Nursing Assistant II with members of health care team. A skill/competency evaluation is required for documenting student competency. The course includes class, laboratory, and clinical learning experiences. Clinical learning experiences may be obtained in long-term care facilities, hospitals, and home health agencies. Upon satisfactory completion of the course and the skills/competency evaluation, the graduate is eligible to apply for listing as a Nurse Aide II by the North Carolina Board of Nursing. In all employment settings, the registered Nursing Assistant II will work under the direction and supervision of licensed personnel.
Contact Hours: 17 (4 class, 4 lab, 9 clinical); Credit Hours: 9
Prerequisites: Successful completion of NUR 3023 or a Board of Nursing approved Nursing Assistant course including the skill/competency evaluation or completion of an approved Competency Evaluation Program including testing and skill/competency evaluation; meet college admission requirements for NUR 3024 and permission of nursing instructor; RED 093 or satisfactory diagnostic test score; high school diploma or GED.

**NUR 3025 Home Care** **F, W, S**
The Home Care course prepares graduates to provide basic health and personal care for infants, children, adolescents, and adults including the elderly in the home. The course emphasizes growth and development throughout the life span; nutrition and meal preparation; medication management; pediatric home care; safety, accident prevention, and emergencies in the home; community resources; family dynamics; and home management. In all employment settings, the nursing assistant will work under the direction and supervision of a licensed nurse.
Contact Hours: 4 (0 clinical, 2 class, 2 lab); Credit Hours: 3
Corequisite: NUR 3023

**ORI 101 Orientation** **F**
This course is designed to help freshmen students make an easier transition from high school to the College's environment, to familiarize students with policies, procedures, and objectives of the College, to help increase student efficiency, and to encourage appropriate study habits and attitudes.
Contact Hours: 1 (1 class, 0 lab); Credit Hours: 1
Prerequisite: None

**OSC 102 Keyboarding** **F, SS**

Introduction to the touch typewriting system with emphasis on proper techniques, mastery of the keyboard, simple business correspondence, simple tabulation, vertical and horizontal centering, and manipulative skills needed to build speed and accuracy. Speed requirement: 35 net words per minute for 3 minutes.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**OSC 103 Document Formatting I** **W**

This course builds on the keyboarding competencies students have developed. Emphasis is placed on developing formatting skills, applying communication skills, increasing speed, improving accuracy, and learning document production skills. Minimum speed requirement: 40 net words per minute for 5 minutes.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 102 or equivalent

**OSC 104 Document Formatting II** **S**

The student will develop skills on the production of problems with emphasis on the student's ability to produce mailable copies. Production units will include tabulation, manuscripts, correspondence, and business forms. Minimum speed requirement: 45 net words per minute for 5 minutes.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 103

**OSC 106 Speedwriting I** **F**

A beginning course in the theory and practice of reading and writing Gregg shorthand. Emphasis on phonetics, penmanship, word families, brief forms, phrases, punctuation, and spelling. Ability to take simple dictation on familiar material is developed concurrently with training in theory.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**OSC 107 Speedwriting II** **W**

Continued study of Gregg shorthand theory, with reinforcement of the principles presented in BUS 106. Greater emphasis on dictation and elementary transcription at the typewriter. Minimum dictation rate of 60 words per minute required for 3 minutes on new material.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 106 or equivalent

**OSC 108 Speedwriting III** **S**

Further application of Gregg shorthand theory, developing skills for production of mailable transcripts. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription. Minimum dictation rate of 80 words per minute required for 3 minutes on new material.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 107 or equivalent

**OSC 110 Electronic Calculator** **F, W**

The student will receive training in the basic principles, operating procedures, and business applications of the electronic calculator beginning with the simple foundation concepts and leading to advanced business problems using the touch system.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 102 or equivalent

**OSC 112 Records Management** **S**

Comprehensive study of indexing and filing with emphasis on basic card filing and alphabetic correspondence filing. Projects also include geographic, numeric, and subject filing. Miniature filing boxes, guides, folders, and letters are utilized to train the student to process, store, and retrieve materials.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**OSC 113 Introductory Word Processing** **AN**

Designed for the student with little or no knowledge of word processing or computers, this course introduces to the student the importance of electronic word processing equipment and the basic concepts and features of a text-editing program utilizing the TRS-80 Microcomputer. Through the use of a hands-on approach with step-by-step instructions, emphasis will be placed on text-editing concepts, procedures, and terminology.
Contact Hours: 1 (1 class, 0 lab); Credit Hours: 1
Prerequisites: OSC 102, ENG 101, or permission of instructor

**OSC 183 Terminology and Vocabulary** **W**

Through related activities the student learns to define, spell, and use the vocabulary of his career area.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: ENG 101

**OSC 187 Introduction to Transcription** **S**

A comprehensive study of the rules of grammar, punctuation, and letter form in order to develop the skill of producing typewritten business letters in a form that is acceptable to business and industry. Emphasis on the efficient use of a secretarial reference manual in the production of mailable letters.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: OSC 102

**OSC 192 Word Processing Applications I** **F, W, S, SS**

The primary objective of this course is to familiarize students with the use of a microcomputer, the operating system, and word processing applications software. The main word processing software will be chosen by the instructor.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisite: OSC 102 and/or permission of the instructor

**OSC 193 Word Processing Applications II** **W, SS**

This course is designed to give the student intensive training in word processing using an advanced software package. Keyboarding, storing, editing, formatting, merging, column layout, tables, and mathematical applications are included in the course.
Contact Hours: 3 (1 class, 2 lab); Credit Hours: 2
Prerequisite: OSC 192

**OSC 194 Word Processing with Desktop Publishing** **S**

This course is a continuation of OSC 192 Word Processing Applications I with emphasis on desktop publishing techniques.
Contact Hours: 4 (2 class, 2 lab); Credit Hours: 3
Prerequisites: OSC 102, OSC 192

**OSC 200 Word Processing** **AN**

This course is designed to give the student intensive training on the IBM Displaywriter. The course covers functions of the electronic keyboard and commands available in a typical word processing system. Emphasis is on printing mailable copies of multi-page documents, repetitive letters, tables, and making format changes on the IBM Displaywriter.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 205

**OSC 205 Document Production/Word Processing** **F**

This course is designed to enable the student to produce complex documents using advanced word processing functions. The student learns the techniques needed in planning and producing projects that closely approximate the work appropriate to the student's field of study. Minimum speed requirement: 55 net words per minute for 5 minutes.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 104 or equivalent

**OSC 205L Legal Typewriting I** **AN**

This course is designed to introduce the student to legal typewriting. The typing simulation is designed to provide students with a wide range of typewriting experiences in as realistic a legal setting as possible, using realistic materials.
Contact Hours: 2 (0 class, 2 lab); Credit Hours: 1
Prerequisite: OSC 104

**OSC 205M Medical Typewriting I** **AN**

This course is a short typewriting simulation designed to introduce the student to medical typing. It is designed to familiarize the student with the correspondence, records, and forms that an entry-level employee might prepare in a medical office. It also provides an opportunity for the student to develop an elementary understanding of medical terminology.
Contact Hours: 2 (0 class, 2 lab); Credit Hours: 1
Prerequisite: OSC 104

**OSC 206 Advanced Word Processing** **W**

This course provides an intense and highly structured program in advanced word processing. Advanced word processing features include: mail merge, sort, file management, macros, desktop publishing, and document production.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 192

**OSC 206L Legal Typewriting II** **AN**

This course is designed to provide the student with a legal typing background in the areas of real estate and property transfer; litigation; wills, estates, and guardianships; partnerships and corporations.
Contact Hours: 4 (0 class, 4 lab); Credit Hours: 2
Prerequisite: OSC 205L

**OSC 206M Medical Typewriting II** **AN**

This course focuses on the medical typist in three organizations—the physician's office, the hospital, and the extended care facility. Through "hands-on" experience, the student will learn how to prepare, manage, and process the kinds of medical forms used in a medical office.
Contact Hours: 4 (0 class, 4 lab); Credit Hours: 2
Prerequisite: OSC 205M

**OSC 207 Dictation and Transcription I** **F**

Development of skills in taking dictation and transcribing at the typewriter, covering materials appropriate to the course of study. Includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Concentration on various types of business vocabulary, such as sales, employment, travel, finance, credit, good will, personnel, and printed media. Minimum dictation rate of 90 words per minute required for 5 minutes on new material.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 108

**OSC 208 Dictation and Transcription II** **W**

Greater emphasis on accuracy, speed, and vocabulary to enable the student to meet the stenographic requirements of business and professional offices. Covers materials appropriate to the course of study. Concentration on speed as well as accuracy in producing mailable transcripts. Minimum dictation rate of 100 words per minute for 5 minutes on new material.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 207

**OSC 210 Integrated Information Processing** **S**

This course provides training in the use of integrated software allowing a number of applications—such as word processing, spreadsheets, database management, graphics, and communications—to share data and work in a similar and consistent manner.
Contact Hours: 5 (1 class, 4 lab); Credit Hours: 3
Prerequisite: OSC 102

**OSC 212 Machine Transcription** **F**

Designed to train students in the skillful operation of transcription machines and to give practice in typing mailable letters and memorandums directly from cassettes. Emphasis is placed on proficiency in word usage, correct grammar, and letter styles.
Contact Hours: 5 (1 class, 4 lab); Credit Hours: 3
Prerequisites: OSC 104, OSC 187

**OSC 212L Legal Terminology and Transcription I** **AN**

This course is designed to provide a comprehensive background in legal terminology and transcription by emphasizing correct spelling, pronunciation, and definition of legal terms as well as transcribing legal documents at the typewriter directly from cassette tapes.
Contact Hours: 4 (0 class, 4 lab); Credit Hours: 2
Prerequisites: OSC 212, OSC 187, OSC 104

**OSC 212M Medical Terminology and Transcription I** **AN**

This is the first of two sequenced courses designed to provide a comprehensive background in basic medical terminology and machine transcription by emphasizing correct spelling, pronunciation, and definition of medical terms, as well as transcribing them at the typewriter directly from taped dictation. Concentration is placed on familiarizing the student with an extensive medical word and phrase base, as well as basic medical reports.
Contact Hours: 4 (0 class, 4 lab); Credit Hours: 2
Prerequisites: OSC 187, OSC 212, OSC 205M

**OSC 213L Legal Terminology and Transcription II** **AN**

This is the second of two sequenced courses designed to provide a comprehensive background in legal terminology and transcription by emphasizing correct spelling, pronunciation, and definition of legal terms as well as transcribing legal documents at the typewriter directly from cassette tapes.

Contact Hours: 4 (0 class, 4 lab); Credit Hours: 2
Prerequisite: OSC 212L

**OSC 213M Medical Terminology and Transcription II** **AN**
This is the second of two sequenced courses designed to provide a comprehensive background in basic medical terminology and machine transcription by emphasizing correct spelling, pronunciation, and definition of medical terms, as well as transcribing them at the typewriter directly from taped dictation. Continued concentration is placed on familiarizing the student with an extensive medical word and phrase base, as well as basic medical reports.
Contact Hours: 4 (0 class, 4 lab); Credit Hours: 2
Prerequisite: OSC 212M

**OSC 214 Administrative Office Procedures** **W**
Designed to acquaint the student with the responsibilities encountered by a secretary during the workday. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing supplies, and office organization. Instruction is also given in the operation of various duplicating machines.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: OSC 104

**OSC 215 Office Applications** **AN**
This course consists of 44 hours of on-the-job training and 22 hours of related in-school instruction. Students are assigned to work in an office on campus for 4 hours per week. Provides actual work experience and an opportunity for practical application of skills and knowledge previously learned.
Contact Hours: 6 (2 class, 4 lab): Credit Hours: 4
Prerequisites: OSC 214, OSC 205

**OSC 215M Medical Office Procedures** **AN**
This course is designed to familiarize the student with the administrative and clerical functions of an efficiently operated medical office.Through simulations, the student is exposed to a variety of medical cases and medical terms. The course includes projects for practical application of standard medical office procedures, including exercises involving judgment, independent action, and coping with interruptions.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisites: OSC 214, OSC 212M, OSC 206M, BUS 201 (or concurrently enrolled)

**PHI 165 Introduction to the Old Testament (PHIL 1695)** **AN**
History, literature, and religion of ancient Israel.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**PHI 166 Introduction to the New Testament (PHIL 1696)** **AN**
History, literature, and religion of early Christianity.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**PHY 100 Fundamentals of Physics** **AN**
This course is designed for students who desire to enroll in Physics 101, 102, or 103, but have deficient background skills. Topics which will be covered include introduction to measurement, the metric system, basic mathematical tools used by the physicist, and survey of physics topics.

Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Corequisite: MAT 101

**PHY 101 Physics: Work, Energy, Power, Force, and Motion** **F**
Major areas covered in this course are work, energy, power, force, and motion. Units of measurement and vector solutions to problems are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: MAT 101 or satisfactory placement test score

**PHY 102 Physics: Heat and Properties of Matter** **W**
Fundamentals of solids, liquids, and gases are covered in this course. In addition, heat and thermodynamics, with specialized problems in these areas, are part of the course.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: PHY 101

**PHY 103 Physics: Light, Sound, and Electricity** **S**
Basic theories of light, sound, and electricity, methods of production, and transmission and transforming of electricity are studied. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, wattage, and transformers are major parts of the course.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: PHY 102

**PHY 1101 Applied Science** **F**
A study of the basic principles of physics. The divisions included are general laboratory procedures, properties and relationships of matter and energy, systems of measurement, force and motion, friction, and power transmission.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**PLU 1110 Plumbing Pipework** **S**
This course will introduce the student to the tools, fittings, and small equipment used by plumbers. Time will be spent in the shop where the student will learn how to handle the materials and tools used to perform pipe fitting jobs correctly and safely. The drainage waste and vent system will be covered also. Applications of the North Carolina State Building Code will be included.
Contact Hours: 7 (4 class, 3 shop); Credit Hours: 5
Prerequisite: None

**PLU 1110a Plumbing Pipework** **AN**
This course will introduce the student to the tools, fittings, and small equipment used by plumbers. The drainage waste and vent system as well as the hot and cold water supply system will be covered also. Applications of the North Carolina State Building Code will be included.
Contact Hours: 3 (3 class, 0 shop); Credit Hours: 3
Prerequisite: None

**PLU 1110b Plumbing Pipework** **AN**
In this course time will be spent in the shop where the student will learn how to handle the materials and tools used to perform pipe fitting jobs correctly and safely. Procedures for diagnosing and correcting plumbing malfunctions will be emphasized. Applications of the North Carolina State Building Code will be included.

Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**PLU 1115 Plumbing and Installation** **F**

The students are introduced to the tools, fittings, and equipment used by plumbers. They spend time learning to handle these materials and tools correctly. Plumbing installations are made to provide practical applications. Heating devices, the storage, and circulation of hot water will be studied. The student will receive instruction in installation of various plumbing fixtures and the proper use of traps. Field trips should be taken to study various types of installation.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: None

**POL 101 National Government** **F**

This course reviews the history which led to the framing of the American Constitution, explores the rights provided by American government, examines the nature of politics in America, and summarizes each branch of federal government.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**POL 102 State and Local Government** **W**

This course is a study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches, problems of administration, legal procedures, law enforcement, police power, taxation, revenues, and appropriations. Special attention will be given to North Carolina.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**PSY 100 Educational and Personal Development I** **F, W, S, SS**

A course designed as a group interaction to develop study skill techniques, proper life coping skills, goal setting activities, and high self-esteem.
Contact Hours: 5 (3 class, 2 lab); Credit Hours: 4
Prerequisite: None

**PSY 101 Study Skills** **AN**

This course is designed for students who realize the need of good study skills and would like to review and/or improve their study skill techniques. PSY 101 has the same content and objective as the class portion of PSY 100.
Contact Hours: 2 (2 class, 0 lab); Credit Hours: 2
Prerequisite: None

**PSY 102 General Psychology** **F, W, S**

A study of the various fields of psychology, the development process, motivation, emotion, frustration and adjustment, mental health, attention and perception, problems of group living. Attention is given to applications of these topics to problems of study, self-understanding and adjustment to the demands of society.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**PSY 103 Adolescent Psychology** **W**

A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual and personality development of adolescents.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: PSY 102

**PSY 110 Introductory Psychology (PSYC 1000)** **F, W, S**
A general survey of the fundamental principles underlying human behavior including introduction, learning, memory, development, physiological, motivation, social and abnormal behavior, and one or two additional topics as time permits. Students may not receive credit for both this course and PSYC 1050.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**PSY 115 Child Growth and Development I** **F**
The total development of the child from 0 - 5 years of age will be studied. Areas of development will include sensory, emotional, creative, intellectual, social, and physical development. Factors influencing these areas will be emphasized.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**PSY 116 Child Growth and Development II** **W**
The total development of the child from 5 - 12 years of age will be studied. Areas of development will include sensory, emotional, creative, intellectual, social, and physical development. Factors influencing these areas will be emphasized.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: PSY 115

**PSY 120 Growth & Development** **S**
A study of the general principles of growth and development of the individual from birth to adulthood with emphasis on intellectual, physical, emotional, and social development.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None
Corequisite: None

**PSY 136 Marriage and Family Relations** **W**
A study of dating relations and preparation for marriage, leading to an examination of the marriage process, stressing individual responsibility in making marriage and parenthood meaningful. Includes relationships among family members. The dysfunctional family process is reviewed and interventive methods discussed.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisite: None

**PSY 205 Abnormal Psychology** **F, S, SS**
A study of the symptoms, contributing factors, treatment and outcomes of the mentally ill and mentally defective as well as maladjusted, antisocial persons. Classifications and nomenclature of psychoneurosis, psychoses, and other illnesses and the care and handling of these persons are discussed.
Contact Hours: 3 (0 clinical, 3 class, 0 lab); Credit Hours: 3
Prerequisite: PSY 102 or PSY 150
Corequisite: None

**PSY 206 Applied Psychology** **AN**
A study of major facts and ideas of psychology and how to apply these to one's own life. Among these facts are basic steps of self learning and other basic processes of learning.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**PSY 1101 Human Relations** **F, W, S, SS**
This course is designed to prepare the student to handle human relationships effectively on the job and thus meet management's expectations of individual and group productivity.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**RED 092 Reading Improvement II** **F, W, S, SS**
This course is designed for students with reading skills determined by scores on the reading diagnostic test. The course develops appropriate skills in vocabulary, comprehension, word recognition, study habits, and dictionary usage.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: None
Corequisite: PSY 100

**RED 093 Reading Improvement III** **F, W, S, SS**
This course is designed for students with reading skills determined by scores on the reading diagnostic test. The course will focus on student deficiencies in comprehension, vocabulary, study skills, and dictionary skills.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: RED 092 or satisfactory diagnostic test score
Corequisite: PSY 100

**RED 094 Textbook Reading** **F, W, S, SS**
This course is designed to emphasize vocabulary, comprehension, word recognition, study habits, and dictionary usage appropriate to the adult reader. Emphasis will be on reading exercises drawn from curriculum textbooks.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: RED 093 or satisfactory diagnostic test score

**RED 099 Critical Reading Skills** **F, W, S, SS**
This course is designed to develop critical reading skills essential for postsecondary educational success. Emphasis is placed on study skills, resource/reference skills, vocabulary, reading rate, and literal, interpretive, and evaluative comprehension skills.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: RED 094 or satisfactory diagnostic test score

**RED 100 Skills Improvement in Technical Reading** **AN**
This course is designed as an aid to students entering the Nursing Education Options Program, or other technical programs, to enable them to understand scientific and technical vocabulary, and to increase comprehension of scientific and technical materials. Emphasis will be on vocabulary studies and reading exercises from the different sciences and technical materials. Study skills, reading rate and flexibility, and self-evaluation are built-in components of the reading exercises. Reference works with an emphasis on current periodicals will also be stressed.
Contact Hours: 5 (5 class, 0 lab); Credit Hours: 5
Prerequisite: RED 099 or satisfactory diagnostic test score

**RED 1101 Reading Improvement** **AN**
This course is designed to improve the reading skills which are so critical on the job market. Emphasis is on word attack, word meaning, comprehension, and speed.
Contact Hours: 2 (2 class, 0 lab); Credit Hours: 2
Prerequisite: Satisfactory placement test scores or completion of appropriate developmental courses

**SOC 101 Principles of Sociology** **F, W**

This course covers the nature, concepts, and principles of sociology, society, culture, socialization, groups, institutions and organizations, the class system, social change and social processes.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3
Prerequisite: None

**SOC 125 Courtship and Marriage (SOCI 1025)** **AN**

Designed to introduce freshman students to critical thinking and empirical knowledge relative to affectional involvement.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**SOC 201 The Child, the Family, and the Community** **W**

Included in this course will be a study of social and cultural influences upon the development of a child's life in the context of the family and the community.
Contact Hours: 4 (4 class, 0 lab); Credit Hours: 4
Prerequisite: None

**SOC 211 Introduction to Sociology (SOCI 2110)** **F, W, S**

The nature, concepts and principles of sociology; society, culture, socialization, groups, institutions and organizations, the class system, social change, social processes.
Contact Hours: 4.5 (4.5 class, 0 lab); Credit Hours: 4.5; Semester Hours: 3
Prerequisite: None

**SPH 205 Oral Communication (THEA 2005)** **F, S**

Improvement of articulation and pronunciation through drills and the delivery of simple speeches.
Contact Hours: 3 (3 class, 0 lab); Credit Hours: 3; Semester Hours: 2
Prerequisite: None

**SRV 201 Surveying** **S**

Care and use of instruments; theory and practice of plane surveying including taping, differential and profile leveling, transit, stadia, and transit-tape surveys.
Contact Hours: 3 (1 class, 2 lab); Credit Hours: 2
Prerequisites: DFT 101, MAT 101

**SSC 101 United States Constitution (Alternative Learning Center)** **F, W, S, SS**

This course focuses on the main features of the Constitution and the practical significance of its most important provisions as they are construed and applied today. Attention also is given to the immediate, historical origins of the Constitution and to its basic principles. The central core of the Declaration of Independence and of the Articles of Confederation are discussed.
Contact Hours: 1 (1 class, 0 lab); Credit Hours: 1
Prerequisite: None

**WLD 1101 Basic Gas Welding** **W**

Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice time will be given for carbon steel welding, bronze welding, silver soldering, and flame-cutting methods applicable to mechanical repair work.
Contact Hours: 3 (0 class, 3 shop); Credit Hours: 1
Prerequisite: None

**WLD 1102 Advanced Inert Gas Welding (MIG)** **AN**

Course work centers around short arc and wire welding, running a continuous electrode in all positions, and on both sheet metal and material of medium thickness.
Contact Hours: 5 (1 class, 4 shop); Credit Hours: 3
Prerequisite: WLD 1142

**WLD 1103 Advanced Inert Gas Welding** **AN**

Course work centers around spray arc welding which is achieved by increasing the amperage and oxygen content for producing a spray arc. Material consists of thin metal and metal of medium thickness.
Contact Hours: 5 (1 class, 4 shop); Credit Hours: 2
Prerequisite: WLD 1102

**WLD 1104 Advanced Inert Gas Welding** **AN**

Principles of flux core welding are emphasized in this higher level welding course. Flux core welding is achieved by high amperage and is practiced on extensively heavy metal.
Contact Hours: 5 (1 class, 4 shop); Credit Hours: 2
Prerequisite: WLD 1103

**WLD 1122 Commercial and Industrial Practices** **S**

Designed to perfect through practice skills as in simulated industrial processes and techniques; sketching and layout on paper the size and shape description, listing the procedural steps necessary to build the product, and then actually follow these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts of special welding applications, field welding.
Contact Hours: 11 (5 class, 6 shop); Credit Hours: 7
Prerequisites: WLD 1141, WLD 1142, BPR 1104, BPR 1117

**WLD 1123 Advanced Inert Gas Welding (MIG)** **S**

Students will be taught the manual control and operations of the MIG welding process on ferrous and non-ferrous metals. Advanced procedures in GMAW, including flux core, are the main focus on the course.
Contact Hours: 15 (3 class, 12 shop); Credit Hours: 7
Prerequisite: WLD 1142

**WLD 1124 Pipe Welding** **SS**

Designed to provide practice in the welding of pressure piping in the 2G through 6G fixed position using shielded metal arc welding processes according to sections VIII and IX of the ASME code.
Contact Hours: 15 (3 class, 12 shop); Credit Hours: 7
Prerequisites: WLD 1141, WLD 1142

**WLD 1125 Certification Practices I** **S**

This course involves practice in welding certification coupons according to the ASME code. The student's work undergoes tests including the guided bend to check the quality of the weld. The welding in this course is done on ferrous metals using the SMAW process and OAW process.
Contact Hours: 3 (1 class, 2 lab); Credit Hours: 2
Prerequisite: Permission of instructor

**WLD 1126 Certification Practices II** **SS**

This course involves practice in producing certification coupons according to the ASME and API codes to certification laboratory tests. The work is done on plate and non-ferrous materials using GMAW and GTAW.

Contact Hours: 3 (1 class, 2 lab); Credit Hours: 2
Prerequisite: Permission of instructor

**WLD 1127 Advanced Inert Gas Welding (TIG)** **SS**
Students are introduced to advanced process of heliarc welding both in non-ferrous and ferrous metals.
Contact Hours: 6 (3 class, 3 shop); Credit Hours: 4
Prerequisites: WLD 1141, WLD 1142, WLD 1123

**WLD 1130 Shop Experiences** **AN**
These courses are designed to give the welding student or a special student with welding experience a varied level of shop experience. The particular planned experiences will be worked out by the Welding Department at least two weeks before the student is to enroll. Credit hours for the courses will vary between a minimum of one to a maximum of three and be determined by the particular plan for the student.
Contact and Credit Hours are Variable
Prerequisite: None

**WLD 1131 Shop Experiences** **AN**
These courses are designed to give the welding student or a special student with welding experience a varied level of shop experience. The particular planned experiences will be worked out by the Welding Department at least two weeks before the student is to enroll. Credit hours for the courses will vary between a minimum of one to a maximum of three and be determined by the particular plan for the student.
Contact and Credit Hours are Variable
Prerequisite: None

**WLD 1132 Shop Experiences** **AN**
These courses are designed to give the welding student or a special student with welding experience a varied level of shop experience. The particular planned experiences will be worked out by the Welding Department at least two weeks before the student is to enroll. Credit hours for the courses will vary between a minimum of one to a maximum of three and be determined by the particular plan for the student.
Contact and Credit Hours are Variable
Prerequisite: None

**WLD 1138 Basic Welding** **AN**
This is a specially designed course dealing with the basics of welding either in electric arc or the wire welder. Both theory and shop practices will be a daily agenda for a period of eight weeks.
Contact Hours: 15 (0 class, 15 shop); Credit Hours: 3
Prerequisite: None

**WLD 1139 Fundamentals of Oxyacetylene Welding** **F**
Introduction to the principles and history of oxyacetylene welding and cutting, the nomenclature of the equipment, assembly of the unit, preparation of metals, types of joints, welding procedures and testing of the weld. Welding procedures are mastered and greater understanding and developing of skills occurs. Safety procedures are heavily stressed throughout this program of instruction.
Contact Hours: 5 (2 class, 3 shop); Credit Hours: 3
Prerequisite: None

**WLD 1140 Fundamentals of Electric Arc Welding** **SS**

The operation of various AC transformers and AC-DC motor generators as welding machines. Studies are made of proper heat ranges for various metal thickness, polarities, and electrodes for use in joining various metal alloys by the same process. After student is capable of running beads, tests are given. This is done so that the student may detect his own weaknesses in welding. Safety procedures are emphasized throughout the course in preparation for certification.

Contact Hours: 4 (1 class, 3 shop); Credit Hours: 2
Prerequisite: None

**WLD 1141 Beginning Welding** **F**

Introduction to welding, which includes the basics of oxyacetylene (OAW) welding, cutting and brazing. During the first six weeks the student will also study the nomenclature of welding in order to build a basic frame of reference. During the last five weeks the basics of the electric arc (SMAW) will be introduced. Mandatory safety procedures are heavily stressed during both areas of study.

Contact Hours: 18 (3 class, 15 shop); Credit Hours: 8
Prerequisite: None

**WLD 1141a Beginning Welding** **AN**

This course provides instruction in the basics of acetylene welding, stressing safety procedures for welding with gas based on OSHA requirements. The program of learning advances the student to the mastery of the flat weld with the gas torch.

Contact Hours: 11 (2 class, 9 shop); Credit Hours: 5
Prerequisite: None

**WLD 1141b Beginning Welding** **AN**

Advanced techniques for welding in all five positions will be covered. Continued practice in cutting and brazing and metal identification will be stressed.

Contact Hours: 7 (1 class, 6 shop); Credit Hours: 3
Prerequisite: WLD 1141a

**WLD 1142 Intermediate Welding** **W**

Advanced arc technology will be studied during the first six weeks, including AC transformers, AC-DC rectifiers, and motor generators. Emphasis will be placed on AWS and NEMA electrode identification, proper heat ranges for various metal thicknesses, electrode diameters, and the use of polarities. Students will be introduced to GMAW (MIG) or wire welding.

Contact Hours: 15 (3 class, 12 shop); Credit Hours: 7
Prerequisite: None

**WLD 1142a Intermediate Welding** **AN**

This self-paced individualized course involves all the basics of electric arc welding including the fundamentals involved in each of the five welding positions. Machine settings and electrode identification of the basic carbon steel electrodes will be included.

Contact Hours: 8 (2 class, 6 shop); Credit Hours: 4
Prerequisite: None

**WLD 1142b Intermediate Welding** **AN**

Advanced technology involving certifiable multi-bead welds from 1G to 4G test positions will serve as the framework for this course. Emphasis will be placed on welder qualification and certification reading of the weld symbols. All welds will pass the guided bend and tensile strength test and be done in the off position.

Contact Hours: 7 (1 class, 6 shop); Credit Hours: 3
Prerequisite: WLD 1142a

### WLD 1145 Basic Arc Welding **AN**

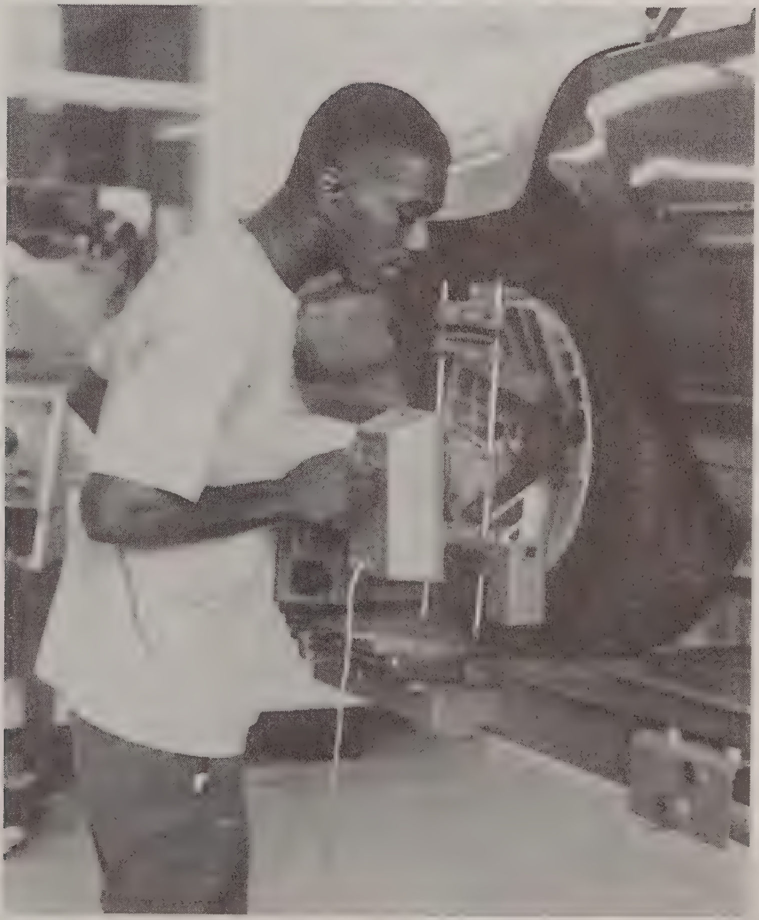
This is the first course of a two-course basic electric arc welding program with emphasis on the fundamentals of welding in all positions. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt, and fillet welds in all positions, tests are conducted in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course.
Contact Hours: 6 (2 class, 4 shop); Credit Hours: 3
Prerequisite: None

### WLD 1146 Advanced Arc Welding **AN**

This is the second course of a two-course basic electric arc welding program with emphasis on the fundamentals of welding, safety, and the development of advanced skills to the level required for certification in all positions. Advanced studies will include vertical and overhead practice in the manipulation of the lo-hydrogen electrode.
Contact Hours: 6 (2 class, 4 shop); Credit Hours: 3
Prerequisite: WLD 1145

### WLD 1147 Introduction to Basic Gas and Arc Welding **SS**

An introduction to the principles of electric arc and oxyacetylene welding and cutting. Safety is heavily stressed and the student will reach the expertise of the flat weld with both arc and acetylene.
Contact Hours: 6 (3 class, 3 shop); Credit Hours: 4
Prerequisite: None



## BOARD OF TRUSTEES

### APPOINTED BY GOVERNOR OF NORTH CAROLINA

| | TERM EXPIRES |
|---|---|
| John R. Lewis | June 30, 1996 |
| Helen M. Newsome | June 30, 1997 |
| W. G. "Don" Joyner | June 30, 1998 |
| Glendale P. Boone | June 30, 1999 |

### APPOINTED BY HERTFORD COUNTY BOARD OF EDUCATION

| | |
|---|---|
| Reverend Robert L. Holloman | June 30, 1996 |
| Nellie J. Fennell | June 30, 1997 |
| Carl A. White | June 30, 1998 |
| Reverend Robert E. Sessoms | June 30, 1999 |

### APPOINTED BY HERTFORD COUNTY COMMISSIONERS

| | |
|---|---|
| Ray A. Farmer | June 30, 1996 |
| Dr. Charles A. Ramsey, II | June 30, 1997 |
| W. Rob Lewis, II | June 30, 1998 |
| Leroy Douglas | June 30, 1999 |

### STUDENT GOVERNMENT ASSOCIATION PRESIDENT (EX-OFFICIO)

## PERSONNEL

### ADMINISTRATIVE OFFICERS

**Harold E. Mitchell** (1971) ............ President
B.S., North Carolina Agricultural and Technical State University; M.S., Ph.D., North Carolina State University

**William J. Peele** (1984) ............ Dean of Instruction
A.B., University of North Carolina-Chapel Hill; M.Ed., University of North Carolina-Chapel Hill; Advanced Certificate, College of William & Mary; Ed.D., Virginia Polytechnic Institute and State University

**Bettie B. Hall** (1969) ............ Dean of Student Development Services
B.S., Elizabeth City State University; M.A., East Carolina University

**Johnna L. Everett** (1973) ............ Dean of Institutional Advancement
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